		Y
c	Person(s) Present During Interview	Y
d	Attorney(s) Present/Notified	Y
e	Miranda Rights Declaration	Y
f	Dissemination of Interview Record	Y
g	The system shall capture the video/audio if the interview is recorded.	Y
h	The system shall bookmark and save within the video	Y

Area 3 Case Organization

No.		
4	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Interview form.	Y
5	The system shall allow the user to associate multiple narratives with each interview record.	Y
6	The system shall allow the user to associate multiple digital images, documents, or other objects with each interview record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y
7	The system shall allow the user to associate multiple interview records with a single case.	Y
8	The system shall use authorization records define which users can view, add, modify, delete, print Interview records for each agency/jurisdiction.	Y

Location Processing - Section 17

1	The system shall allow Locations (i.e., addresses) to be validated from within the Case module for any active case.	Y
2	The system shall allow any location in any incident, person, adult arrest, juvenile detention, organization, vehicle, or Property/Evidence record that is within the political boundaries of all supported agencies/jurisdictions to be checked for validity using an available ESRI-conformant data source (shape, point, and centerline files).	Y

Disposition Processing - Section 18

1	The system shall assign each case a disposition before being closed.	Y

Area 3 Case Organization

No.		
2	The system shall allow the user to record a disposition that clears (e.g., clear by arrest, unfounded, etc.) and closes a case.	Y

Crimes Against the People or the State - Section 19

1	Certain offenses (e.g., driving under the influence, disorderly conduct, etc.) are committed against "society" as opposed to a named victim and the system must support the identification of the People of the State or similar as a valid victim name.	Y
2	For cases where the victim is the People of the State or similar, the system shall bypass name matching or indexing of the victim name.	Y

Validation - Section 20

1	The system shall evaluate Case data at various stages of the data collection process for compliance with validation rules imposed by state and federal agencies responsible for setting crime statistic reporting standards.	Y
2	Interdependencies between data elements in multiple separate forms within a single record type and multiple separate records within a single case can impact the validation rules that are applied, necessitating record-level and case-level validations in addition to form-level validation.	Y
3	The system shall allow the user to invoke form-level validation for cases that have been defined as qualifying for mandatory statistical reporting, including:	Y
a	Incident Records ("parent" form and individual "child" forms that capture associated offense, person, organization, vehicle, drugs, or property data)	Y

Area 3 Case Organization

No.		
b	Adult Arrest Records ("parent" form and individual "child" forms that capture associated charge, vehicle, drugs, or property data)	Y
c	Juvenile Detention Records ("parent" form and individual "child" forms that capture associated charge, vehicle, drugs, or property data)	Y

No.	Requirement	
4	The system shall allow the user to initiate incident-level validation to examine all related data in a single Incident record, including the "parent" form and all "child" forms that capture associated offense, person, organization, vehicle, drugs, and property, along with any rules to be applied based on the relationship between data in the subject incident records.	Y
5	The system shall allow the user to initiate adult arrest-level validation and juvenile detention-level validation to examine all related data in a single Arrest or Detention record, including the "parent" form and all "child" forms that capture associated charges, vehicles, drugs, and property, along with any rules to be applied based on the relationship between related data in the subject Arrest or Detention records.	Y
6	The system shall allow the user to initiate case-level validation to examine all related incident, adult arrest, and juvenile detention data, along with any rules applied based on the relationship between related data in the subject Incident, Arrest, and Detention records.	Y
7	The system shall present any error(s) detected during validation in sequence and navigate directly to the source of the error for easy correction.	Y

No.		
8	The system shall support all form, record, and case validation functionality described in separately documented specifications for the Statistics function from within the Case module.	Y
9	The system shall use authorization records define which users can validate forms, records, and/or cases for each agency/jurisdiction.	Y

Data Export - Section 21

No.		
1	The system shall allow the user to export responses to queries of Case data to a Microsoft Excel worksheet with no more than two keystrokes.	Y

Reports - Section 22

No.		
1	The system shall include a combination of baseline reports and ad hoc reporting capabilities.	Y
2	The system shall generate a report query of Case data for any element of the case, including :	Y
a	Incident	Y
b	Adult Arrest	Y
c	Juvenile Detention	Y
d	Citation	Y
e	Warrant	Y
3	The system shall provide a commercial report generator for defining custom reports and executing or scheduling ad hoc queries.	Y

Dissemination Log - Section 23

No.		
1	The system shall maintain a log of all persons who were provided a printed report for any element of a Case record.	Y
2	The system shall support a dissemination log documenting the verbal release of case data.	Y

No.		
3	The system shall print an Information Release form to document the release and obtain a signature from the recipient.	Y

Area / Case Management

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
	Case Management Functions - Section 1		
	The Case Management module of the Records Management System is used to record and track case activity, assignment, and status information	Y	
1	The system shall restrict access to the Case Management component so that only users with appropriate user credentials can access and view the information in the Case Management module.	Y	
2	The system shall populate the Case Management module with relevant data entered as part of the incident.	Y	
3	Case Management shall provide supervisors the ability to update investigative status and case disposition.	Y	
4	Case dispositions and statuses assinged within the Case Management module are different data fields than the dispositions used for UCR/NIBRS.	Y	
5	Case Management shall provide the user the ability to create views for quick navigation.	Y	
6	The system shall include a Find function for quick retrieval of necessary information.	Y	
7	The system shall allow the user to view supplements through the View menu Supplement options if the case has been approved.	Y	
8	The system shall include a Synopsis function that allows the user to review a list of all people and events associated with the case.	Y	
9	The system shall include a Narrative function that allows the user to attach notes/memos to forms.	Y	

Area / Case Management

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
10	The system shall include an Audit trail function that displays the specifics of each change made to a record, including the date and time of the change, the user who made the change, and the before and after value of the field.	Y	
11	The system shall include quick navigation to specific parts of a case, including:	Y	
a	Incident Record	Y	
b	Offense Record	Y	
c	Name Record	Y	
d	Property Record	Y	
e	Vehicle Record	Y	
f	Drug Record	Y	
g	Evidence Associated	Y	
h	Narratives	Y	
i	Images	Y	
j	Objects (streaming video, hand-written confessions, governors' warrants)	Y	
k	Arrest Record	Y	
l	Field Interviews	Y	
m	Warrants	Y	
n	Master Indices	Y	
	Email Functions - Section 2		
	The system configuration shall allow for automatic generation of e- mails at key points of the case to provide quick exchange of information	Y	
1	The system shall provide the ability to notify a supervisor via e-mail when a task is updated.	Y	
2	The system shall provide the ability to notify a supervisor via e-mail if a due date passes without an update.	Y	
	Solvability Functions - Section 3		

Area 4 Case Management

No.		Request	
1		Case Management provides solvability functions that identify the likelihood of solving a case based on agency-defined criteria.	Y
		The Solvability form allows for collection of pertinent data, such as:	Y
	a	Jurisdiction	Y
	b	Folder Number and/or Case Number	Y
	c	Solvability Factor(s)	Y
	d	Assigned Weight to solvability Factor(s)	Y

Correspondence Functions - Section 4

No.		Request	
1		The system shall include Correspondence functionality that allows the user to create, generate, and print form letters for specific persons involved in an incident.	Y
2		The system shall track the mailing history of correspondence produced, such as Date Received/Returned and Date Mailed	Y

Availability - Section 5

No.		Request	
1		The system shall include a Case Management module to track the status and availability of detectives and other investigation resources.	Y
2		The system shall allow Supervisors to view and update which officers are available for task assignment related to a case and the date officer is assigned within the Officer Availability form.	Y
3		The Officer Availability form includes unique data fields to record, at minimum, the following information for each investigator:	Y
	a	Squad, Section and Shift (value as defined by each agency/jurisdiction)	Y
	b	Officer ID and Name	Y
	c	Case Number	Y
	d	Assignment (value as defined by each agency/jurisdiction)	Y

Area 4 Case Management

Assignment Functions - Section 6

No.		Request	
	e	Date Assigned	Y
	f	Date Anticipated Clear/Available	Y
	g	Date Actually Clear/Available	Y
1		The Case Management module is used by investigation supervisors to assign cases requiring follow up to detectives and other investigation resources	Y
2		The system shall allow Supervisors to assign tasks to investigators and monitor the progress of assignments through completion.	Y
		Task assignment allows officers the ability to update progress on assigned tasks.	Y
3		The Task Assignment form includes unique data fields to record, at minimum, the following information for each assigned task:	Y
	a	Case Number	Y
	b	Assignment Task (value as defined by each agency/jurisdiction)	Y
	c	Assignment Status (complete/incomplete)	Y
	d	Officer ID and Name	Y
	e	Assigned Date and Time	Y
	f	Planned Assignment Start Date	Y
	g	Review Date and Time	Y
	h	Suspense Date and Time	Y

i	Date Actually Complete	Y
j	Assignment Narrative	Y

Case Management Report Functions - Section 7

Area 4 Case Management		
No.	Request	
1	The Case Management Reporting shall provide the ability to view Officer Case by Activity. This report displays the number and percentage of cases assigned, closed, and closed per arrest for each officer within a user-defined range.	Y
a	The Case Status Report shall list the applicable:	Y
b	Cases	Y
c	Status	Y
d	Incident Date	Y
e	Offense Code	Y
h	Incident Address	Y
2	The system shall allow the user to define and create reports for statistical tracking.	Y
3	The system shall allow the user to export case management data to Microsoft Excel with no more than two keystrokes.	Y
4	The system shall allow the user to pin map cases with valid addresses from within the Case Management module.	Y

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
	General Functionality - Section 1		
1	The Records Management System shall capture and validate offense and arrest data required to produce state- and/or federal-mandated crime report statistics.	Y	
2	The system shall include validation rules in the Record Management System designed to enforce NIBRS and UCR data collection mandates.	Y	
3	The system shall restrict Case and incident validation to authorized users.	Y	
4	The validation rules engine provides notification of missing data elements required by state and/or federal guidelines.	Y	
5	The system shall provide validation from the case level and the incident level.	Y	
6	The system's validation process shall alert/warn the user during validation if data elements are missing or incorrect based on the criminal activity entered for the case.	Y	
7	The system shall allow the user to select a validation error in the system and be taken to the field that requires modification.	Y	
8	The system shall produce an electronic extract of statistical reporting data that can be submitted to state and/or federal agencies.	Y	
9	The system shall support the printing and/or saving of a statistical summary file that includes the data from the state reporting extract.	Y	
10	The system shall offer the following UCR reports:	Y	
a	Return A	Y	
b	Supplement to Return A	Y	
c	Property Stolen by Classification	Y	

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
d	Crime against Seniors	Y	
e	Domestic Violence cases	Y	
f	Arson	Y	
g	LEOKA, Law enforcement Officers Killed or injured each month	Y	
h	Hate Crimes	Y	
i	Anti-Reproductive Rights crimes	Y	
11	The system shall provide case involvement reports that include details on the cases included in the UCR report statistics.	Y	

	Request	Provide Answer Yes/Y or No (N) for Each Item	Explanation (if required)

Area 6 Arrest Management

Arrest Module- Section 1

No.	Request	Provide Answer Yes/Y or No (N) for Each Item
1	The Arrest Management module of the Records Management System is used to record and track information documenting an arrest.	Y
	The Records Management System shall include a distinct module for each agency/jurisdiction to manage the arrest process for their jurisdiction including:	Y
	a Arrest Entry	Y
	b Arrest Correction	Y
2	The Arrest forms shall include unique data fields to record, at a minimum, the following information for each interview:	Y
	a Law Enforcement Agency/Jurisdiction	Y
	b Arrest Date and Time	Y
	c Arrest Type (edited value as defined by each agency/jurisdiction)	Y
	d Arrest Location Details	Y
	e Associated Case File Number(s), if any	Y
	f Person Details	Y
	g Property Details	Y
	h Arresting Officer Information	Y
3	The Arrest forms shall capture any state-mandated data elements or data elements required for state and federal reporting.	Y
4	The software warranty and extended service agreements shall include timely software updates to satisfy subsequent changes to state- mandated data capture.	Y

Area 6 Arrest Management

No.	Request	Provide Answer Yes/Y or No (N) for Each Item
5	Code edits and business logic are included to ensure that appropriate codes are used to satisfy the version of Uniform Crime Reporting and/or Incident Based Reporting mandated by the state at time of system initialization.	Y
6	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Arrest module.	Y
7	The system shall allow the user to associate multiple narratives with each Arrest record.	Y
8	The system shall allow the user to associate multiple digital images, documents, or other objects with each Arrest record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y
9	The system shall allow the user to associate multiple Arrest records with a single RMS case.	Y
10	The system shall use authorization records to define which users can view, add, modify, delete or print Arrest records for each agency/jurisdiction.	Y

Charges - Section 2

No.	Request	Provide Answer Yes/Y or No (N) for Each Item
1	Each Arrest record transaction records details on the charges, violations and/or court orders that precipitated the arrest.	Y
	The Arrest Module shall include a Charge form or equivalent with unique data fields to record, at a minimum, the following information for each arrest:	Y
	a Statute(s)	Y
	b Violation Classification	Y

Area 6 Arrest Management

No.	Request	Provide Answer Yes/Y or No (N) for Each Item
	c Number of Counts	Y
	d UCR or UCR Classification Code	Y

2	An extension to the Charge Form is provided to capture common data unique to drug-related arrests, including:	Y
a	Information on any illegal or illicit drug in possession of the arrestee at time of arrest, including:	Y
a1	Drug Type	Y
a2	Quantity and Measure	Y
a3	Status	Y
b	Special Factors	Y

Arrest Processing - Section 3

1	The system shall record each arrest as a unique record (e.g... an arrest based on a warrant or other court order) or associate the arrest with an RMS incident/case (e.g... for a probable cause arrest).	Y
2	The system shall allow the user to validate an entire record including arrest, charge, drug, property, and/or vehicle in a single transaction or validate upon completion of each form.	Y
3	The system shall automatically link arrest data to the associated case when a case file number is included.	Y

Person Processing - Section 4

1	The system shall allow Person records to be viewed, added, modified, deleted, or printed from within the Adult Arrest module.	Y
2	The system shall align data captured with a Person record in the Adult Arrest module with the data included in the Master Name Index (MNI) or equivalent. The system shall also map data captured with a Person record in the Adult Arrest module to the data included in the Master Name Index (MNI) or equivalent.	Y

Area & Arrest Management

No.	Request	
3	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Person form to be used exclusively with the Adult Arrest module.	Y
4	The system will allow the user to initiate a query of the MNI or equivalent from within the Arrest record to determine if the person has previously been entered into RMS or is associated with an active RMS Want or Warrant record without reentering any data and will notify the user of any positive or potential matches.	Y
5	The system shall allow configuration so that each Person record transaction initiated from the Adult Arrest module automatically generates a query of the MNI or equivalent.	Y
6	The system shall allow the user to apply or import any additional data from an existing MNI or equivalent record to the new Person record being entered in the Adult Arrest module without reentering the same additional data.	Y
7	The system shall allow the user to associate multiple narratives with each Person record in the Adult Arrest module.	Y
8	The system shall allow the user to associate multiple digital images, documents, or other objects with each Person record in the Adult Arrest module (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y
9	The system shall add or link all Person records entered into the Adult Arrest module to the MNI or equivalent.	Y
10	Subsequent queries of the MNI or equivalent shall identify any matching Person records from the Adult Arrest module.	Y
11	The system shall use authorization records to define which users can view, add, modify, delete, or print Person records in the Adult Arrest module for each agency/jurisdiction.	Y

Vehicle Processing - Section 5

1	The system shall allow Vehicle records to be viewed, added, modified, deleted, or printed from within the Adult Arrest module.	Y

Area & Arrest Management

No.	Request	
2	The system shall align data captured with a Vehicle record in the Adult Arrest module with the data included in the Master Vehicle Index (MVI) or equivalent. The system shall also map data captured with a Vehicle record in the Adult Arrest module to the data included in the Master Vehicle Index (MVI) or equivalent.	Y
3	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Vehicle form to be used exclusively with the Adult Arrest module.	Y
4	The system shall allow the user to initiate a query of the MVI or equivalent from within the Vehicle record for the Adult Arrest module to determine if the vehicle has previously been entered into RMS or is associated with an active RMS Want or Warrant record without reentering any data and will notify the user of any positive or potential matches.	Y
5	Upon entry of each Vehicle record, the system shall automatically generate a query of the MVI or equivalent.	Y

No.	Request		
6	The system shall allow the user to apply or import any additional data from an existing MVI or equivalent record to the new Vehicle record being entered in the Adult Arrest module without reentering the same additional data.	Y	Y
7	The system shall allow the user to associate multiple narratives with each Vehicle record in the Adult Arrest module.	Y	
8	The system shall allow the user to associate multiple digital images, documents, or other objects with each Vehicle record in the Adult Arrest module (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y	
9	The system shall add or link all Vehicle records entered into the Adult Arrest module to the MVI or equivalent.	Y	Y
10	Subsequent queries of the MVI or equivalent shall identify any matching Vehicle records from the Adult Arrest module	Y	Y
11	The system shall use authorization records to define which users can view, add, modify, delete, or print Vehicle records in the Adult Arrest module for each agency/jurisdiction.	Y	

Location Processing - Section 6

Area 6 Arrest Management

No.	Request		
1	The system shall check Locations associated with the person's Arrest record for format and validity using a geographic database and location verification service or routine	Y	
2	If any location in an Adult Arrest record is validated, the system shall link the Arrest record the Master Location Index (MLI) or equivalent.	Y	
3	Subsequent queries of the MLI or equivalent shall identify any matching Arrest records.	Y	Y

Firearm Processing - Section 7

No.	Request		
1	Each Arrest record transaction automatically records or associates any firearms from the arrest with the Master Property Index (MPI) or equivalent.	Y	
2	Subsequent queries of the MPI shall identify any matching Property records that included a firearm.	Y	

Property and Evidence Processing - Section 8

No.	Request		
1	Each Arrest record transaction automatically records or associates any confiscated property and/or evidence from the arrest with the MPI.	Y	
2	Subsequent queries of the MPI shall identify any matching Property records.	Y	
3	The system shall allow Confiscated Property records to be viewed, added, modified, deleted, or printed from within the Adult Arrest module.	Y	
4	The system shall align the data captured with a Property record in the Adult Arrest module with the data included in the Master Property Index (MPI) or equivalent. The system shall also map the data captured with a Property record in the Adult Arrest module to the data included in the Master Property Index (MPI) or equivalent.	Y	
5	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Property form to be used exclusively with the Adult Arrest module.	Y	
6	The system shall allow the user to initiate a query of the MPI or equivalent from within the Property record to determine if the article of property has previously been entered into RMS or is associated with an active RMS Want record for the Adult Arrest module without reentering any data and will notify the user of any positive or potential matches.	Y	
7	When a user enters a Property record, the system shall automatically generate a query of the MPI or equivalent.	Y	

Area 6 Arrest Management

No.	Request		
8	The system shall allow the user to apply or import any additional data from an existing MPI or equivalent record to the new Property record being entered in the Adult Arrest module without reentering the same additional data.	Y	
9	The system shall allow the user to associate multiple narratives with each Property record in the Adult Arrest module	Y	
10	The system shall allow the user to associate multiple digital images, documents, or other objects with each Property record in the Adult Arrest module (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y	
11	The system shall add or link all serialized Property records entered into the Adult Arrest module to the Master Property Index (MPI) or equivalent.	Y	Y
12	Subsequent queries of the MPI or equivalent shall identify any matching Property records from the Adult Arrest module.	Y	Y
13	The system shall use authorization records to define which users can view, add, modify, delete, or print Property records in the Adult Arrest module for each agency/jurisdiction.	Y	

Field Reporting Integration - Section 9

No.	Request		
1	The most common workflow that must be supported is an officer transport of an arrestee to the jail, where the arrestee is booked using a Jail Management System. The arrestee data from the Jail Management System is exported or exposed to the Records Management System, where it is available to the arresting officer for use in the completion of related reports.	Y	

2	The system shall import Arrest data into RMS from the booking module in the Jail Management System.	Y
Reports - Section 10		
1	The system shall include a combination of baseline reports and ad hoc reporting capabilities.	Y

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
	Property and Evidence Items - Section 1		
1	The RMS shall include a distinct module for each agency/jurisdiction to manage the complete chain-of-custody for each item of property and evidence that it processes	Y	
	request		
a	Law Enforcement Agency/Jurisdiction	Y	
b	Unique Property or Evidence Item Number	Y	
c	Associated Case File Number(s)	Y	
d	Property and Evidence Record Action (View, Add, View then Correct)	Y	
e	Property and Evidence Add Transaction Types (Intake, Move, View then Schedule, View then Checkout, View then Release, View then Dispose)	Y	
e1	Property and Evidence Intake Transaction (Employee Accepting Article.)	Y	
e2	Property and Evidence Move Transaction (New Storage Location)	Y	
e3	Property and Evidence Split Transaction (Amount Reduced from Main Item Record and Added to New Sub-Item Record, Storage Location of Sub-Item Associated with New Record)	Y	
e4	Property and Evidence Authorize Transaction (Authorized Action such as Checkout or Release, Earliest Date for Action, Person or Entity Associated with Action, Identification of User Issuing Authorization, Method Authorization Received)	Y	
e5	Property and Evidence Schedule Transaction (Scheduled Event such as Notifications or Item Disposal, Earliest Date for Event, Person or Entity Associated with Event, Identification of User Scheduling Reviews, Method Schedule Message was Received)	Y	
e6	Property and Evidence Release Transaction (.Release Disposition Code)	Y	
f	Article (Property Type Code, Quantity, Description, Make, Model, Color, Serial Number, Owner-Applied or Other Identifying Number and Value).	Y	

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
g	Associated Person Name (First, Middle, Last, Suffix, Moniker)	Y	
h	Associated Person Demographics (Date of Birth, Gender, Ethnicity, Height, Weight, Hair Color, Eye Color, Scars/Marks/Tattoos)	Y	
i	Associated Person Identification (Single Social Security Number Record, Single Driver's License Record with DL Number, DL Issuing State and DL Expiration Date or Multiple Miscellaneous Identification Records with ID Type, ID number and ID Issuer for each Miscellaneous Identification Record)	Y	
j	Associated Person Home Address (Street Address, Apartment, PO Box, City, State, Postal Code, County, Country)	Y	
k	Associated Person Telephone Numbers (Home, Cell, Work, Other)	Y	
l	The system shall allow for automated notification when property status is updated	Y	
	Property Identification - Section 2		
1	The system shall assign each item of property and evidence a unique identification number for tracking purposes and identification for the chain of custody.	Y	
2	The system shall allow the property identification number format selected by each agency/jurisdiction to be a suffix to its associated case number or a unique sequential numbering series.	Y	
3	The system shall support a numbering scheme with a secondary suffix (e.g., -A, -B, etc.) for instances where property is received as one item but is subsequently divided into multiple units (e.g., a small amount of a drug is removed and sent to a laboratory for testing).	Y	
	Primary Intake (Field Reporting) The initial record documenting the chain-of-custody for an item of property or evidence is commonly an incident or supplement report that is created using an integrated field reporting software application.		
4	The field reporting application shall includes features for recording details about each item of property taken into custody.	Y	
5	The system shall allow officers from the field to enter property on the incident report and then transfer the property into the evidence module with no redundant data entry.	Y	

No.	Request	
6	The system shall make information concerning property or evidence newly taken into custody accessible from RMS as soon as the associated report is stored in the RMS database irrespective of the report status.	Y

Secondary Intake (Records Management) A named individual is recorded as the official custodian for all items of property and evidence.

No.	Request	
7	The system shall allow a property and evidence custodian to create records directly in cases where the item has not been previously processed or entered into RMS.	Y
8	The system shall allow a property and evidence custodian to receive items that have been previously entered as part of an incident report or other documented process, in which case the custodian only needs to update the Property and Evidence record to indicate any changes to the storage location of the item.	Y
9	The system shall allow the property and evidence custodian to receive notification of items in primary intake status that need to be recovered and brought into a permanent property and evidence facility.	Y
10	Initial intake data captured in the field and available for incorporation in the RMS Property and Evidence record to document the initial chain-of-custody shall include:	Y
	a Associated Case Number	Y
	b Date and Time Taken into Custody	Y
	c Location Taken into Custody	Y
	d Item Details	Y
	e Item Disposition (Temporary Storage Location)	Y
	f Officer Identification	Y

Temporary Checkout- Section 3

No.	Request	
1	The system shall allow an item of property or evidence to be released to an authorized individual or entity for official purposes (e.g., Commonwealth Attorney, Lab, etc.).	Y
2	The system shall allow authorized users of the Property and Evidence module and the lead investigator for the associated case to maintain a list of persons and entities authorized temporary custody of an item of property or evidence	Y

Area 7 Property and Evidence Module		
No.	Request	
3	The system shall allow the lead investigator to access and update the list of persons and entities authorized temporary custody of an item of property or evidence from within the Case module.	Y
4	Each temporary checkout transaction shall include:	Y
	a Identification of the Person Authorizing the Checkout	Y
	b Identification of the Person Performing the Checkout	Y
	c Identification of the Person or Entity Receiving the item	Y
	d Time and Date of Checkout	Y
	e Purpose of Checkout	Y
	f Time and Date of Return	Y
5	When released to someone outside the network of known RMS users, the system shall require additional details about the temporary custodian of the item, including:	Y
	a Name and Personal Identification	Y
	b Affiliated Agency	Y
	c Contact information	Y

Property and Evidence Barcoding - Section 4

No.	Request	
1	The system shall allow agencies to barcode all evidence items and sub-items.	Y
2	The system shall allow the barcode to be created from the case number and attached to the Case.	Y
3	The system shall allow barcode numbers to be a standalone numbering system, if desired, or a mix of partial numbers assigned by case number and partial assigned by independent numbering system.	Y
4	The system shall allow items to be assigned, moved, reviewed, or disposed of by barcode.	Y
5	The system shall allow items and sub-items to be checked in and out by barcode.	Y

Area 8 DMV/Accident Reporting

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
	The **DMV/Accident Reporting** module of the Records Management System shall record and manage accident-related data.	Y	
	Accident Reporting - Section 1		
1	The DMV form shall include unique data fields to record, at a minimum, the following information:	Y	
a	Location	Y	
b	Vehicles Involved	Y	
c	Persons Involved	Y	
d	Scene Diagram	Y	
e	Officer Notes	Y	
f	Witnesses	Y	
2	When the DMV record is created from data originally captured on an accident report in the field reporting system, an image of the original report in Portable Document Format (.pdf) or similar is added to the DMV record and is unchanged by any additions or updates to the DMV record in RMS or updates from field reporting.	Y	
3	The system shall directly link a DMV record to other records related exclusively to the accident, including:	Y	
a	Associated Person Record(s)	Y	
b	Associated Organization Record(s)	Y	
c	Associated Vehicle Record(s)	Y	
d	Associated Property Record(s)	Y	
4	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Accident form.	Y	

Area 8 DMV/Accident Reporting

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
5	The system shall associate multiple narratives with each DMV record.	Y	
6	The system shall allow the user to associate multiple digital images, documents, or other objects with each DMV record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y	
7	The system shall use authorization records to define which users can view, add, modify, delete, or print DMV records for each agency/jurisdiction.	Y	
	Person Processing - Section 2		
1	The system shall allow Person records associated with an accident to be viewed, added, modified, deleted, or printed by an authorized user.	Y	
2	The system shall allow Person records to be directly linked to Unit records related to the DMV.	Y	
3	The system shall align the data captured with a Person record with the data included in the Master Name Index (MNI) or equivalent. The system shall also map the data captured with a Person record to the data included in the Master Name Index (MNI) or equivalent.	Y	
4	The system shall allow the user to query the MNI or equivalent from within the DMV module when entering names and apply or import any additional data from a known person to the DMV record without reentering the data.	Y	

Area 8 DMV/Accident Reporting

No.	Request	
5	When the user enters or edits a name within the DMV module, the system shall inform the user of any outstanding warrants, active civil papers, or alerts in the RMS for that person and notify the user if the person is currently incarcerated according to the Jail Management System. (Requires integration with Jail Management System.)	Y
6	The system shall add each person entered as an element of a DMV record to the MNI or equivalent.	Y
7	Subsequent queries of the MNI or equivalent shall identify any matching DMV records.	Y
8	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Person form.	Y
9	The system shall allow the user to multiple narratives with each Person record.	Y
10	The system shall allow the user to associate multiple digital images, documents, or other objects with each Person record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions	Y
11	The system shall allow the user to associate multiple Person records with a single DMV record.	Y

Vehicle Processing - Section 3

No.	Request	
1	The system shall allow Vehicle records associated with a DMV record to be viewed, added, modified, deleted, or printed from within the DMV module.	Y
2	The system shall allow the user to directly link a vehicle to Person records related to the DMV record.	Y

No.	Request	
3	The system shall align data captured with a Vehicle record with data included in the Master Vehicle Index (MVI) or equivalent. The system shall also map data captured with a Vehicle record to data included in the Master Vehicle Index (MVI) or equivalent.	Y
4	When the user enters or edits a Vehicle record, the system shall automatically query the Master Vehicle Index (MVI) or equivalent from within the DMV module and provide a warning of any active records, enabling the user to easily apply or import any additional data from a known vehicle to the DMV record without reentering the data.	Y
5	The system shall add each vehicle entered as an element of a DMV record to the MVI or equivalent.	Y
6	Subsequent queries of the MVI or equivalent shall identify any matching DMV records.	Y
7	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Vehicle form.	Y
8	The system shall allow the user to associate multiple narratives with each Vehicle record.	Y
9	The system shall allow the user to associate multiple digital images, documents, or other objects with each Vehicle record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions	Y
10	The system shall allow the user to associate multiple Vehicle records with a single DMV record.	Y

Property Processing - Section 4

No.	Request	
1	The system shall allow Property records associated with a DMV record to be viewed, added, modified, deleted, or printed from within the DMV module.	Y
2	The system shall allow each DMV record to contain distinct Property records and/or Property records that are subordinate to the Incident, Adult Arrestee and/or Juvenile Detention record(s).	Y
3	The system shall allow the user to directly link Property to other records related to the DMV record.	Y
4	The system shall align data captured with a Property record with data included in the Master Property Index (MPI) or equivalent. The system shall also map data captured with a Property record to data included in the Master Property Index (MPI) or equivalent.	Y
5	When entering or editing a piece of property, the system shall automatically query the MPI or equivalent from within the DMV module and provide a warning of any active records, enabling the user to easily apply or import any additional data from a known vehicle to the DMV record without reentering the data.	Y

No.	Requirement	Y
6	The system shall allow the user to query the MPI or equivalent from within the DMV module when entering articles of property and apply or import any additional data from a known article to the DMV record without reentering the data.	Y
7	The system shall add each article of property entered as an element of a DMV to the MPI or equivalent.	Y
8	Subsequent queries of the MPI or equivalent shall identify any matching DMV records.	Y

Area # DMV/Accident Reporting

No.	Required	Y
9	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Property form.	Y
10	The system shall allow the user to associate multiple narratives with each Property record.	Y
11	The system shall allow the user to associate multiple digital images, documents, or other objects with each Property record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions	Y
12	The system shall allow the user to associate multiple Property records with a single DMV record.	Y

The Citation module of the Records Management System shall be used to document the issuance of both traffic and criminal citations. | Y

The RMS shall include a distinct module for each agency/jurisdiction to document the citations and issued and manage the citation resolution, either as an extension of an Incident, Traffic, Arrest and/or Case record, or to document a citable violation independent of any other transaction. | Y

No.		Y
1	The Citation module shall include three distinct functions	Y
a	Document Citations Issued	Y
b	Track Total Fees Due for each Citation	Y
c	Record Payments Received for each Citation	Y
2	The system shall allow a Citation record to be added to a Case folder, as described in the separate documentation on Case requirements, from within the Citation module.	Y

Citation Data - Section 2

No.		Y
1	The system shall use a Citation form to collect data to document the basic circumstances for a traffic or criminal citation.	Y
2	The Citation form shall include unique data fields to record, at a minimum, the following information for each citation:	Y
a	Violation Date/Time	Y
b	Citation Number	Y
c	Associated Case File Number(s)	Y
d	Citation Type (traffic or criminal)	Y
e	Supplemental Driver's License Details (license class, commercial license indicator, issuing authority indicator)	Y

Area 9 Citation

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
f	Location of Violation (same data format as Master Location Index)		
g	Radar/Lidar used selection	Y	
h	Traffic Conditions (weather, visibility, vehicle speed, posted speed, special safety zone, accident indicator)	Y	
	Driving Impairments (alcohol indicator, drugs indicator, test type, analyst name, results)	Y	
k	Issuing Officer ID and Name	Y	
	Court Date / Time	Y	
m	Court Location	Y	
3	The system shall include facilities to allow the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Citation form.	Y	
4	The system shall allow the user to associate multiple narratives with each Citation record.	Y	
5	The system shall allow the user to associate multiple digital images, documents, or other objects with each Citation record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions	Y	
6	The system shall allow the user to associate multiple Citation records with a single Incident or Case record.	Y	
7	The system shall allow one general Citation record per citation.	Y	
8	The system shall use authorization records to define which users can view, add, modify, delete, or print Citation records for each agency/jurisdiction.	Y	

Area 9 Citation

No.	Request — Person Processing – Section 3	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
1	The system shall allow Person records associated with a citation to be viewed, added, modified, deleted or printed from within the Citation module.	Y	
2	Each Citation can contain Person records that are subordinate to the Citation record.	Y	
3	The system shall align data captured with a Person record with the data included in the Master Name Index (MNI) or equivalent. The system shall also map data captured with a Person record to the data included in the Master Name Index (MNI) or equivalent.	Y	
4	The system shall allow the user to query the MNI or equivalent from within the Citation module when entering names and apply or import any additional data from a known person to the Citation record without reentering the same additional data.	Y	
5	When the user is entering or editing a name and performs a query of the Master Name Index from within the Citation module, the system shall inform the user if any outstanding warrants, active civil papers, or alerts exist in the RMS for that person.	Y	
6	The system shall add each person entered as an element of a Citation record to the MNI or equivalent.	Y	
7	Subsequent queries of the MNI or equivalent shall identify any matching Citation records.	Y	
8	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Person form.	Y	
9	The system shall allow the user to associate multiple narratives with each Person record.	Y	

Area 9 Citation

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
10	The system shall allow the user to associate multiple digital images, documents, or other objects with each Person record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y	
11	The system shall allow the user to associate multiple Person records a single Citation record.	Y	

No.	Request	
12	The system shall use authorization records to define which users can view, add, modify, delete, or print Person records for each agency/jurisdiction.	Y

Vehicle Processing – Section 1

No.	Request	
1	The system shall allow Vehicle records associated with a Citation to be viewed, added, modified, deleted, or printed from within the Citation module.	Y
2	The system shall allow each Citation to contain Vehicle records that are subordinate to the Citation record.	Y
3	The system shall align data captured with a Vehicle record with the data included in the Master Vehicle Index (MVI) or equivalent. The system shall also map data captured with a Vehicle record to the data included in the Master Vehicle Index (MVI) or equivalent.	Y
4	The system shall allow the user to query the MVI or equivalent from within the Citation module when entering vehicles and apply or import any additional data from a known vehicle to the Citation record without reentering the same additional data.	Y
5	When the user is entering a vehicle and performs a query of the MVI from within the Citation module, the system shall inform the user if any outstanding warrants, active civil papers, or alerts exist in the RMS for that vehicle.	Y

No.	Request	
6	The system shall add each vehicle entered as an element of a citation to the MVI or equivalent	Y
7	Subsequent queries of the MVI or equivalent shall identify any matching Vehicle records.	Y
8	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Vehicle form.	Y
9	The system shall allow the user to associate multiple narratives with each Vehicle record.	Y
10	The system shall allow the user to associate multiple digital images, documents, or other objects with each Vehicle record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y
11	The system shall allow the user to associate multiple Vehicle records with a single Citation record.	Y

Location Processing – Section 3

No.	Request	
1	The system shall check the location(s) associated with a Citation record for format and validity using a geographic database and location verification service or routine	Y
2	If any location in a Citation record is validated, the system shall link the associated Citation and/or Person record to the Master Location Index (MLI) or equivalent.	Y
3	Subsequent queries of the MLI or equivalent shall identify any matching Location records.	Y

Violation Processing – Section 4

No.	Request	
1	The system shall allow Violation records associated with a Citation to be viewed, added, modified, deleted, or printed from within the Citation module	Y

No.	Request	
2	Citation voids shall be tracked with a minimum of date, time and ID of the person voiding the citation.	Y
3	The system shall allow each Citation to contain Violation records that are subordinate to the Citation record.	Y
4	The Violation form shall include unique data fields to record, at a minimum, the following information for each violation:	Y
a	Violation Code Section	Y
b	Violation Code Type	Y
c	UCR Classification Code	Y
d	Charged Violation	Y
e	Violation Disposition (value as defined by each agency/jurisdiction)	Y
f	Disposition Date	Y
g	Sentence (value as defined by each agency/jurisdiction)	Y

No.	Requirement	
5	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided	Y
6	The system shall allow the user to associate a multiple narratives with each Violation record	Y
7	The system shall allow the user to associate multiple digital images, documents, or other objects with each Violation record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y
8	The system shall allow the user to associate multiple Violation records with a single Citation record.	Y

Fee Processing – Section 7

Area of Concern No.	Require-s	
1	The Citation module shall support the calculation and recording of fees assessed for the violations associated with each citation	Y
2	The Citation module forms shall include unique data fields to record, at a minimum, the following information for each citation:	Y
a	Generated Fees Due (calculated automatically per violation and condition)	Y
b	Additional Fees Due (user-entered amounts)	Y
c	Total Fees Due (system-calculated addition)	Y
d	DUI Cost Recovery Fees	Y

Payment Processing – Section 8

No.	Require-s	
1	The Citation module shall record payments received for the violations associated with each citation.	Y
2	The Citation module forms shall include unique data fields to record, at a minimum, the following information for each citation.	Y
a	Date Received	Y
b	Reference/Citation Number	Y
c	Receipt Number	Y
d	Amount Received	Y
e	Balance Due (system-calculated subtraction)	Y
	VENDOR REQUIREMENT: Identify any functions not supported and any data elements not captured.	Y
	The system shall be integrated with the Active Networks Point of Sale (POS) system to exchange data via	Y
a	Extensible Markup Language (XML)	Y
b	Comma-Separated Values (CSV)	Y

Report Processing – Section 9

Area of Concern No.	Require-s	
a	Fixed Length Text	Y
1	The system shall include a combination of baseline reports and ad hoc reporting capabilities	Y
2	The system shall generate a general report query of Citation records based on any value or range of values or variables (wildcards) that is included in the Citation database tables (e.g. all citations issued between for a specific date range where the violation was x, y or z).	Y
3	The system shall provide support for Cytral Reports system for defining custom reports and executing or scheduling ad hoc queries.	Y

Citation Administration – Section 10

No.	Require-s	
1	The Citation module shall include an Administrator function for recording default data for use with the Citation form	Y
2	The Citation module administration forms shall include unique data fields to record, at a minimum, the following information	Y
a	Law Enforcement Agency/Jurisdiction	Y
b	Citation Type	Y
c	Driver's License Classes	Y

		Y
d	Weather Conditions	Y
e	Visibility Conditions	Y
f	Special Safety Zones and Associated Enhanced Fees	Y
g	Impaired Driving Test Types	Y
h	Impaired Driving Test Results	Y
	Violation Code Sections/Types and Associated Base Fees	Y
	UCR Classification Codes	Y
k	Violation Dispositions	Y

Area 9 Citation

No.	Request	
	Violation Sentences	Y
3	The system shall not limit the number of Citation Administration records that can be stored; the actual number of records shall be limited only by hardware, operating system, and/or database platform sizing restrictions.	Y
4	The system shall use authorization records to define which users can view, add, modify, delete, or print Citation records for each agency/jurisdiction.	Y
5	The system shall allow the user to export the data from the selected records to Microsoft Excel with no more than two keystrokes.	Y
6	The system shall allow the user to pin map Citation records with valid addresses from within the RMS	Y

Area 10 Narrative Function

No.	Request	
	All modules of the Records Management System shall support the inclusion of narrative as an element of the data collected.	Y
	Narrative Feature - Section 1	Y
1	The system shall allow additional narrative to be added to any record or "child" portion of a record in the RMS (e.g., a Person "child" record associated with an Incident record, etc.).	Y
2	The system shall allow the user to apply an optional unique title to Narrative records for easy identification.	Y
3	The system shall allow authorized users to edit and/or delete previously entered Narrative records from within the RMS.	Y
4	The system shall allow the user to enter multiple Narrative records and link them to other records within the RMS.	Y
5	The system shall use authorization records to define which users can view, add, modify, delete and/or print Narrative records for each agency/jurisdiction.	Y
6	The system shall distinguish Narrative records related to juvenile data, in which case the Narrative record can have a separate and distinct list of users authorized to view the narrative.	Y
	Text Editor - Section 2	
1	The RMS shall include an embedded text editor that is intuitive to use in comparison to other common commercial text editors such as Microsoft Word with key stroke compatibility.	Y
2	The text editor used with the Narrative feature shall provide standard Rich Text Format edit capabilities, including:	Y
a	Font Selection	Y
b	Font Size	Y
c	Bulleted Lists	Y
d	Left Aligned Text	Y

Area 10 Narrative Function

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
	Searching Narrative - Section 4		
1	The system shall provide search capabilities for text within narrative sections of any report using tools that are provided and accessed from within the RMS.	Y	
2	The system shall provide search capabilities for text within narrative sections of any report using an embedded report-writing tool with ad hoc search capabilities.	Y	
3	The system shall provide search capabilities for text within narrative sections of any report using a provided commercial report writing application such as SQL Reporting Services.	Y	

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
	The Court Order Management function of the Records Management System is used to record and track arrest warrants, summonses and similar court-issued documents that authorize or mandate arrest, appearance or other action enforceable by local police agencies.	Y	
	Court Order Module- Section 1		
1	The RMS shall include features for each agency/jurisdiction to document and manage orders issued by courts in their jurisdiction including:	Y	
a	Order Receipt and Entry	Y	
b	Order Service and Update	Y	
c	Order Expire	Y	
2	The system shall record Court orders as an extension to the Master Name Index and include unique data fields to record, at minimum, the following information for each order:	Y	
a	Law Enforcement Agency/Jurisdiction	Y	
b	Order Action or Disposition	Y	
c	Order Status	Y	
d	Order Type (value as defined by each agency/jurisdiction)	Y	
e	Order Number	Y	
f	Offense (value as defined by each agency/jurisdiction)	Y	
g	Associated Case File Number(s), if any	Y	
h	Defendant/Subject Details (same data format as Master Name Index with extensions for Master Location Index and Master Vehicle Index data)	Y	
i	Defendant/Subject Attorney Name	Y	
j	Date Order Received	Y	
k	Method Order Received	Y	
l	Date Order Expires	Y	
m	Date Order Served	Y	

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
n	Order Served By (Officer Identifier/Name)	Y	
o	Method Order Served	Y	
p	Date Order Returned	Y	
q	Order Transaction Date/Time	Y	
3	The system shall use authorization records to define which users can view, add, modify, delete, or print Court Order records for each agency/jurisdiction.	Y	
Order Processing - Section 2			
1	The system shall record each Court Order as a unique record or associated with an RMS case or other type of RMS record, such as Citation.		
2	The system shall record multiple subjects, complainants, and narratives with a single Court Order record.	Y	
Person Processing - Section 3			
1	The system shall automatically record or associate each named defendant or subject in each Court Order record transaction with the Master Name Index (MNI) or equivalent.	Y	
2	Subsequent queries of the MNI shall identify any matching Court Order records for that person.	Y	
Location Processing - Section 4			
		Y	

No.	Requirement									
1	The system shall automatically record or associate the validated address(es) of each person from each Court Order record transaction automatically with the Master Location Index (MLI) or equivalent.	Y								

Vehicle Processing - Section 5

No.	Requirement									
1	The system shall automatically record or associate any licensed vehicles from each Court Order record transaction with the Master Vehicle Index (MVI) or equivalent.	Y								

Area 11 Court Order (Warrant) Management

No.	Request									

Reports - Section 6

No.	Requirement									
1	The system shall include a combination of baseline reports and ad hoc reporting capabilities.	Y								
2	The system shall generate a synopsis report to document court order/warrant statistics by officer, case, offense, jurisdiction, and type of order.	Y								

Order Administration - Section 7

No.	Requirement									
1	The system shall maintain edit values and business logic used for recording court order data using the general RMS code table utilities.	Y								
2	The system shall alert the user if an active court order exists for a person being queried or entered in RMS.	Y								

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
1	The Equipment Maintenance module of the Records Management System allows the user to track details related to equipment, maintenance and vendors (for equipment service and repairs).	Y	
	Equipment Maintenance Module- Section 1		
2	The RMS shall include a distinct module for each agency/jurisdiction to manage data relating to equipment, including:	Y	
	a Maintenance	Y	
	b Inspections	Y	
	c Vendors	Y	
2	The Equipment form shall include unique data fields to record, at a minimum, the following equipment information:	Y	
	a Law Enforcement Agency/Jurisdiction	Y	
	b Equipment ID Number	Y	
	c Equipment Type	Y	
	d Manufacturer, Model/Type	Y	
	e Serial Number	Y	
	f Year	Y	
	g Description	Y	
	h Vehicle Type	Y	
	i Purchase Order Number	Y	
	j Date Acquired	Y	
	k Meter Reading	Y	
	l Barcode	Y	
	m Cost	Y	
	n Estimated Useful Life	Y	
	o Under Warranty; Warranty Type; Warranty Length; Warranty Basis	Y	

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
	p Date Placed in Service	Y	
	q Department/Owner	Y	
	r Disposed Of; Disposal Date	Y	
	s Responsible Officer	Y	
	t Location of Equipment	Y	
	u Agency-Definable Fields for additional information	Y	
3	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Equipment Maintenance module.	Y	
4	The system shall allow the user to associate multiple narratives with each Equipment record.	Y	
5	The system shall allow the user to associate multiple digital images, documents, or other objects with each Equipment record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions	Y	
6	The system shall use authorization records to define which users can view, add, modify, delete and/or print Equipment records for each agency/jurisdiction.	Y	

Maintenance Tracking - Section 2

No.	Request	
1	The system shall provide facilities to record the following types of information:	
	a	Daily Entries: Equipment Reading, Fuel Tickets, Fluid Servicing, Walk- around Inspection, Vehicle Damage	Y

Area 12 Equipment Maintenance Module

No.	Request	
	b	Maintenance: Assign Maintenance Schedules, Issue Maintenance Tickets, Edit Maintenance Tickets, Print Maintenance Tickets, View Maintenance History	Y
	c	Purchase Orders	Y
	Current Equipment Information	Y
2	The system shall provide a Browse List from which the user can select the desired Equipment record and view the associated maintenance details.	Y
3	The system shall track daily equipment readings for items requiring maintenance on an hourly or counter basis.	Y
4	The system shall track fuel consumption, with equipment ID, date fueled, odometer reading at time of fueling, gallons, cost, fueled by, vendor, and invoice number.	Y
5	The system shall track fluid servicing data, including equipment ID, date serviced, servicing person, meter reading, fluid type, quantity, and quantity type (gallon, liter, ounce, pint, or quart).	Y
6	The system shall record vehicle damage data, including highest odometer reading, date of reading, entered from module, equipment ID, date reported, reporting person, meter reading, whether or not accident related, accident report number, damaged area, type of damage, whether or not repaired, date repaired, purchase order number, invoice number, and vendor who repaired the damage.	Y
7	The system shall allow the user to add more than one damaged area to Vehicle Damage reports.	Y

Area 12 Equipment Maintenance Module

No.	Request	
8	The system shall allow the user to define maintenance schedules by equipment ID, meter start reading, maintenance start date, primary maintenance period, alternate maintenance period, and user-defined fields.	Y
9	The system shall provide facilities to issue and edit maintenance tickets by percent of meter before due or number of days before due.	Y
10	Maintenance tickets shall include information detailing equipment ID, type of inspection due, current meter reading, meter inspection due, date inspection due, whether or not a ticket was issued, issue date, odometer reading, purchase order number, and vendor to perform maintenance.	Y
11	The system shall allow the user to view completed tickets, non- completed tickets, and all tickets, including details such as date completed, completed odometer reading, invoice number, total cost, equipment ID, type of inspection performed, date issued, issued odometer reading, vendor who performed inspection, phone number, contact person, date service completed, item service cost, whether or not completed, type service performed, and item serviced.	Y
12	The system shall allow the user to view tickets not printed, all tickets printed, and print maintenance tickets, including details such as equipment ID, type of inspection performed, date issued, issued odometer reading, vendor assigned to perform maintenance, phone number, contact person, type of service performed, and item serviced.	Y

Area 12 Equipment Maintenance Module

No.	Request	
13	The system shall maintain maintenance history data, including equipment ID details, type of inspection performed, total cost, date issued, issued meter reading, date completed, completed meter reading, vendor who performed inspection, contact person, phone number, service performed, type of service, service item, date completed, and cost of item.	Y

No.	Request	
14	The system shall record repairs and maintenance/parts episodes for each vehicle, including inspections. This information includes the various maintenance procedures performed per maintenance episode, costs, a list of parts, person performing the maintenance, and current odometer reading.	Y
15	The system shall track warranty and useful life based on counter, day, hour, mile, month, week, or year.	Y
16	The system shall record service information, including date placed in service, department/owner, responsible officer, location of equipment, whether or not the equipment has been disposed, and date of disposal.	Y
17	The system shall provide user-definable Maintenance Report forms.	Y
18	The system shall allow the user to produce reports detailing all maintenance performed and all equipment usage.	Y
19	The system shall alert the user when scheduled maintenance is due.	Y
20	The system shall provide a user-definable maintenance schedule based on time, usage, or a combination of the two.	Y
21	The system shall record and track usage and maintenance of vehicles and other equipment.	Y
22	The System shall track vehicle mileage and cost	Y

Area 12 Equipment Maintenance Module

No.	Request	
23	The system shall allow the user to create and maintain user-defined codes for entering Service and Repair records.	Y
24	The system shall maintain purchase order information, including purchase order number, jurisdiction, requesting officer, department, date of request, equipment ID, vendor, date issued, date approved, approving officer, approved amount, date completed, and invoice number.	Y
25	The system shall maintain specific items detailed in a purchase order, including equipment type, item part number, brand name, model, item description, number of items, cost per item, and total item cost.	Y
26	The system shall allow the user to view and print purchase orders.	Y

Inspections Processing - Section 3

No.	Request	
1	The system shall provide facilities to establish incremental and chronological inspection/maintenance schedules and issue maintenance tickets that include details on the items to be inspected and the inspections to be performed. The system records the following details with the entry of an Inspections record:	Y
a	Cycle Count	Y
b	Cycle Base	Y
c	Equipment Type	Y
d	Equipment Subcategory	Y
e	Description	Y
f	Type of Service	Y
g	Item	Y

Area 12 Equipment Maintenance Module

No.	Request	
2	The system shall allow the user to record walk-around inspections to display current vehicle status by detailing equipment ID, inspecting officer, date inspected, and odometer reading at time of inspection.	Y
3	The system shall allow the user to view current equipment information, including jurisdiction, date placed into inspection cycles, meter/counter/hour reading when inspections started, last date maintenance was completed, current meter/hour/counter reading, ID/name of person who took last meter/hour/counter readings, module last reading taken from, next type of year/month/week/day inspection due, next date year/month/week/day inspection due, next type meter/hour/count inspection due, and meter/hour/counter reading next maintenance due.	Y

Vendor Tracking - Section 4

No.	Request	
1	The system shall record the following details with the entry of a Vendor record:	Y
a	Vendor Code	Y

No.	Requirement	
b	Vendor Type: Automotive Repair, Complete Automotive Services, Gasoline/Fuel Services, Office Machine Repair, Office Machine Supplier, Office Supplies, Miscellaneous Services	Y
c	Contracted	Y
d	Date Contracted	Y
e	Contract Length	Y
f	Contract Basis	Y
g	Primary Vendor	Y
h	Company Name	Y
i	Contact Information: Name, Address, PO Box, City, State, Zip Code, Phone Number	Y

Area 12 Equipment Maintenance Module

No.	Request	
j	Bonded	Y
k	Bonded Amount	Y
k	Type of Service	Y

Reports - Section 5

1	The system shall include a combination of baseline reports and ad hoc reporting capabilities.	Y

Data Export - Section 6

1	The system shall export responses to queries of Equipment Maintenance data to Microsoft Excel with no more than two keystrokes.	Y

Area 13 Expunging Records No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
	A court order to expunge a record is equivalent to obliterating any representation of that record in the records management system. Records are expunged for a single occurrence involving a single person that had been identified as a named suspect, adult arrestee, or juvenile detainee.		
	1.16.1 Expunge Record Module - Section 1		
1	The RMS shall include a distinct feature for specially authorized users to erase all representations of a single record, including:	Y	
a	Expunge Suspect, Adult Arrest, or Juvenile Detention data from Incident record	Y	
b	Expunge Person data from Traffic Accident record	Y	
c	Expunge Person data from Citation record	Y	
d	Expunge Person data from Warrant record	Y	
e	Expunge Person data from Civil record	Y	
f	Expunge Person data from Adult Arrest record	Y	
g	Expunge Person data from Juvenile Detention record	Y	
h	VENDOR REQUIREMENT: Identify any functions not supported.	Y	
2	The system shall expunge all person data and the relevant charges for a single subject from an individual record or event.	Y	
3	The system shall remove expunged records from the system and are no longer available in the RMS.	Y	
4	The system shall use authorization records to define which users can expunge records for each agency/jurisdiction.	Y	
Expungement Processing - Section 2			
1	Upon execution of the Expunge transaction, the system shall replace name data in the associated record with the term "EXPUNGED," or a suitable equivalent to indicate the former presence of person data.	Y	

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
	The RMS Field Interview module is used to record and track field contacts with persons and/or vehicles so that the information is available in subsequent queries, investigations and analysis. The Field Interview module can also be used to produce reports and analysis to identify potential racial profiling or other possible biased enforcement practices.		
	Field Interview Module- Section 1		
1	The RMS shall include a distinct module for each agency/jurisdiction to document and manage contacts with persons and/or vehicles including:	Y	
a	The system shall record each field interview as a unique record or associate with an RMS case or other type of RMS record, such as citation.	Y	
b	The system shall allow for a configuration for a system-generated interview record number to be assigned automatically when a new interview record is completed or for the user to enter a number manually.	Y	
c	The system shall not limit the number of Field Interview records that can be stored: the actual number of records shall be limited only by hardware, operating system, and/or database platform sizing restrictions.	Y	
	Interview Processing - Section 2		
1	The system shall allow the user to view, add, modify, delete, or print Interview records from within the Field Interview module.	Y	
2	The Field Interview forms shall include unique data fields to record, at a minimum, the following information for each interview:	Y	
a	Law Enforcement Agency/Jurisdiction	Y	
b	Stop/Interview Action (Enter or Correct)	Y	

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
c	Reason for Stop/Interview (value as defined by each agency/jurisdiction)	Y	
d	Time of Stop/Interview	Y	
e	Location Details (same data format as Master Location Index)	Y	
f	Associated Case File Number(s), if any	Y	
g	Person Details (same data format as Master Name Index with extensions for Master Location Index and Master Vehicle Index data)	Y	
h	Supplemental Person Details (Subject Number, Involvement Type, Known, Later Identified by Follow-Up Investigation, Alias/False Information Given)	Y	
i	Vehicle Details (same data format as Master Vehicle Index)	Y	
j	Stop/Interview By (Officer Identifier/Name)	Y	
2	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Field Interview module.	Y	
3	The system shall allow the user to associate multiple narratives with each interview record in the Field Interview module.	Y	
4	The system shall allow the user to associate multiple digital images, documents, or other objects with each Interview record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions	Y	
5	The system shall use authorization records to define which users can view, add, modify, delete, or print Field Interview records for each agency/jurisdiction.	Y	

Person Processing - Section 3

No.	Request				Y
1	The system shall allow the user to view, add, modify, or delete Person records from within the Field Interview module.				Y
2	The system shall align data captured with a person record in the Field Interview module with the data included in the Master Name Index (MNI) or equivalent. The system shall also map data captured with a person record in the Field Interview module to the data included in the Master Name Index (MNI) or equivalent.				Y
3	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Person form to be used exclusively with the Field Interview module.				Y
4	The system shall allow the user to initiate a query of the MNI or equivalent to determine if the person has previously been entered into RMS or is associated with an active RMS want or warrant record from within the person record of the Field Interview module without the user reentering any data, and the system shall notify the user of any positive or potential matches.				Y
5	The system shall automatically generate a query of the MNI or equivalent for each person record entered in the Field Interview module.				Y
6	The system shall allow the user to apply or import any additional data from an existing MNI or equivalent record to the new person record being entered in the Field Interview module without reentering the same additional data.				Y
7	The system shall add or link all person records entered into the Field Interview module to the MNI or equivalent.				Y

Area 14 Field Interview (FI)

No.	Request				Y
8	Subsequent queries of the MNI or equivalent shall identify any matching Person records from the Field Interview module.				Y
9	The system shall use authorization records to define which users can view, add, modify, delete, or print Person records in the Field Interview module for each agency/jurisdiction.				Y

Organization Processing - Section 4

No.	Request				Y
1	The system shall allow the user to view, add, modify, delete, or print Organization records from within the Field Interview module.				Y
2	The system shall align data captured with an Organization record in the Field Interview module with the data included in the Master Organization Index (MOI) or equivalent. The system shall also map data captured with an Organization record in the Field Interview module to the data included in the Master Organization Index (MOI) or equivalent.				Y
3	As an alternative, the system shall also accept recording organization names in the same index as person names.				Y
4	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline organization form to be used exclusively with the Field Interview module.				Y
5	The system shall allow the user to initiate a query of the MOI or equivalent to determine if the organization has previously been entered into RMS from within the Organization record for the Field Interview module without reentering any data and will notify the user of any positive or potential matches.				Y
6	The system shall allow a configuration so that each Organization record transaction initiated from the Field Interview module automatically generates a query of the MOI or equivalent.				Y

Area 14 Field Interview (FI)

No.	Request				Y
7	The system shall allow the user to apply or import any additional data from an existing MOI or equivalent record to the new Organization record being entered in the Field Interview module without reentering the same additional data.				Y
8	There system shall have no imposed limits on the length or amount of narrative that can be associated with each Organization record in the Field Interview module.				Y
9	There system shall have no imposed limits on the type or number of images or other objects (as described in separately documented specifications for the Images function) that can be associated with each Organization record in the Field Interview module.				Y

No.	Request	
10	The system shall add or link all Organization records entered into the Field Interview module to the MOI or equivalent.	Y
11	Subsequent queries of the MOI or equivalent shall identify any matching person records from the Field Interview module.	Y
12	The system shall use authorization records to define which users can view, add, modify, delete, or print Organization records in the Field Interview module for each agency/jurisdiction.	Y

Vehicle Processing - Section 5

No.	Request	
1	The system shall allow the user to view, add, modify, or delete Vehicle records from within the Field Interview module.	Y
2	The system shall align data captured with a Vehicle record in the Field Interview module with the data included in the Master Vehicle Index (MVI) or equivalent. The system shall also map captured with a Vehicle record in the Field Interview module to the data included in the Master Vehicle Index (MVI) or equivalent.	Y

Area 14 Field Interview (FI)

No.	Request	
3	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Vehicle form to be used exclusively with the Field Interview module.	Y
4	The system shall allow a user to initiate a query of the MVI or equivalent to determine if the vehicle has previously been entered into RMS or is associated with an active RMS Want or Warrant record from within the Vehicle record for the Field Interview module without reentering any data, and the system will notify the user of any positive or potential matches.	Y
5	The system shall automatically generate a query of the MVI or equivalent for each vehicle record entered into the Field Interview module.	Y
6	The system shall allow the user to apply or import any additional data from an existing MVI or equivalent record to the new Vehicle record being entered in the Field Interview module without the user reentering the same additional data.	Y
7	The system shall add or link all Vehicle records entered into the Field Interview module to the MVI or equivalent.	Y
8	Subsequent queries of the MVI or equivalent shall identify any matching Vehicle records from the Field Interview module.	Y
9	The system shall use authorization records to define which users can view, add, modify, delete, or print Vehicle records in the Field Interview module for each agency/jurisdiction.	Y

Location Processing - Section 6

Area 14 Field Interview (FI)

No.	Request	
1	The location where the field interview was conducted, along with any locations associated with the persons, organizations, and vehicles documented with a Field Interview record, can be checked for format and validity using a geographic database and location verification service or routine.	Y
2	If any location in a Field Interview record is validated, the system shall link the Field Interview record to the Master Location Index (MLI) or equivalent.	Y
3	Subsequent queries of the MLI or equivalent shall identify any matching Field Interview records.	Y

Data Export - Section 7

No.	Request	
1	The system shall export responses to queries of field interview data to Microsoft Excel with no more than two keystrokes.	Y

Reports - Section 8

No.	Request	
1	The system shall include a combination of baseline reports and ad hoc reporting capabilities.	Y
2	The system shall have a report query to measure and compare contacts with persons based on combinations of factors most commonly attributed to potential racial or ethnic profiling as a factor in selective enforcement actions.	Y
3	The system shall provide support for Cytral Reports or Microsoft SQL Reporting Services for defining custom reports and executing or scheduling ad hoc queries.	Y

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
	The Impounded Vehicle module of the Records Management System shall be used to manage the status of vehicles that have been impounded for investigation.		
	Impound Data - Section 1		
1	An Impounded Vehicle form shall be used to collect data to document the towing, impounding, fees, NCIC status, and investigation associated with an impounded vehicle.	Y	
2	The Impounded Vehicle form shall include unique data fields to record, at a minimum, the following information for each impounded vehicle:	Y	
a	Impound Date/Time	Y	
b	Impound Number	Y	
c	Associated Case File and/or Citation Number(s)	Y	
d	Impound Type (value as defined by each agency/jurisdiction)	Y	
e	Fee Category (value as defined by each agency/jurisdiction)	Y	
f	Impounded Vehicle (same data format as Master Vehicle Index)	Y	
g	Supplemental Vehicle Details (verified NICB VIN description, key available, observed damage and comments)	Y	
h	Impound Recovery Location (same data format as Master Location Index)	Y	
i	Towing Service	Y	
j	Impound Storage Location	Y	
k	Agency or Jurisdiction Requesting Impound/Hold	Y	
l	Officer ID and Name	Y	

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
3	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Impounded Vehicle form.	Y	
4	The system shall allow the user to associate multiple narratives with each Impounded Vehicle record.	Y	
5	The system shall allow the user to associate multiple digital images, documents, or other objects with each Impounded Vehicle record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y	
6	The user can associate multiple Impounded Vehicle records with a single Incident or Case record.	Y	
7	The system shall not limit the number of Impounded Vehicle records that can be stored: the actual number of records shall be limited only by hardware, operating system, and/or database platform sizing restrictions.	Y	
8	The system shall use authorization records to define which users can view, add, modify, delete or print Impounded Vehicle records for each agency/jurisdiction.	Y	

Vehicle Processing - Section 2

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
1	The system shall allow the user to view, add, modify, delete, and print Vehicle records associated with an impounded vehicle from within the Impounded Vehicle module.	Y	
2	The system shall align data captured with a Vehicle record with the data included in the Master Vehicle Index (MVI) or equivalent. The system shall also map data captured with a Vehicle record to the data included in the Master Vehicle Index (MVI) or equivalent.	Y	

No.	Request		

No.	Request	
3	The system shall allow the user to query the MVI or equivalent from within the Impounded Vehicle module when entering vehicles and apply or import any additional data from a known vehicle to the Impound record without reentering the same additional data.	Y
4	The system shall add each vehicle entered as an element of an Impound record to the MVI or equivalent.	Y
5	Subsequent queries of the MVI or equivalent shall identify any matching Impounded Vehicle records.	Y
6	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Impounded Vehicle form.	Y
7	The system shall allow the user to associate multiple narratives with each Vehicle record.	Y
8	The system shall allow the user to associate multiple digital images, documents, or other objects with each Vehicle record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y
9	The system shall allow the user to associate multiple Vehicle records that with a single Impound record.	Y

Person Processing - Section 3

No.	Request	
1	The system shall allow users to view, add, modify, delete, or print Person records associated with an impounded vehicle from within the Impounded Vehicle module.	Y
2	Each impounded vehicle shall contain Person records that are associated with the Impounded Vehicle record.	Y

Area 15 Impounded Vehicles

No.	Request	
3	The system shall align data captured with a Person record with the data included in the Master Name Index (MNI) or equivalent. The system shall also map data captured with a Person record to the data included in the Master Name Index (MNI) or equivalent.	Y
4	The system shall allow the user to query the MNI or equivalent from within the Impounded Vehicle module when entering names and can apply any additional data from a known person to the Impound record without reentering the same additional data.	Y
5	When the user enters a name from within the Impounded Vehicle module, the system shall inform the user of any outstanding warrants, active civil papers, or alerts in the Records Management System for that person, and notify the user if the person is currently incarcerated according to the Jail Management System (assumes integration with Jail Management System).	Y
6	The system shall add each person entered as an element of an Impound record to the MNI or equivalent.	Y
7	Subsequent queries of the MNI or equivalent shall identify any matching Impounded Vehicle records.	Y
8	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Person form.	Y
9	The system shall allow the user to associate multiple narratives with each Person record.	Y
10	The system shall allow the user to associate multiple digital images, documents, or other objects with each Person record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y

Area 15 Impounded Vehicles

No.	Request	
11	The system shall allow the user to associate multiple Person records with a single Impound record.	Y

Impound - Section 4

	Request	
1	The Impound form shall be used to collect data to document the processing of each impounded vehicle for physical and forensic evidence.	Y
2	The Impound Vehicle form shall include unique data fields to record, at a minimum, the following information for each impounded vehicle:	Y
a	Process Date/Time	Y
b	Process Reason/Purpose (value as defined by each agency/jurisdiction)	Y
c	Process Bureau/Division (value as defined by each agency/jurisdiction)	Y
d	Process Officer ID and Name	Y
e	Process Comments	Y
f	General Vehicle Description	Y

		Y
g	Contents Description	Y
h	Photos Taken and Comments	Y
i	Fingerprints Taken and Comments	Y
j	Evidence Collected and Comments	Y
k	Lab Analysis Requirement and Comments	Y

Impound Status - Section 5

No.	Request	
1	The Impounded Vehicle module shall be used to collect data to document the hold status of each impounded vehicle.	Y
2	The Impound Vehicle module forms shall include unique data fields to record, at a minimum, the following information for each impounded vehicle:	Y

Area 15 Impounded Vehicles

No.	Request	
a	Hold Status (Active/Inactive)	Y
b	Hold Date/Time	Y
c	Hold Reason (value as defined by each agency/jurisdiction)	Y
d	Hold Bureau/Division (value as defined by each agency/jurisdiction)	Y
e	Hold Officer ID and Name	Y
f	Release Date/Time	Y
g	Release Reason (value as defined by each agency/jurisdiction)	Y
h	Release officer ID and Name	Y
i	Comments/Hold Information	Y

Fee Processing - Section 6

No.	Request	
1	The Impounded Vehicle module shall support the calculation and recording of fees assessed for the vehicle impound and release.	Y
2	The Impounded Vehicle module forms shall include unique data fields to record, at a minimum, the following information for each impounded vehicle:	Y
a	Tow Type (value as defined by each agency/jurisdiction)	Y
b	Additional Persons Accompanying Tow	Y
c	Additional Hours Expended by Tow Service	Y
d	Number of Storage Days	Y
e	Additional Storage Services Provided (value as defined by each agency/jurisdiction)	Y
f	Miscellaneous Services Provided (value as defined by each agency/jurisdiction)	Y
g	Total Fees Due	Y
h	Total Fees Collected	Y

Area 15 Impounded Vehicles

No.	Request	
3	Fee collection must interface to Active Networks point of sale system.	Y

Sale Processing - Section 7

No.	Request	
1	The Impounded Vehicle module shall support the capture of data associated with the sale of a vehicle in cases where an impounded vehicle.	Y
2	The Impounded Vehicle module forms shall include unique data fields to record, at a minimum, the following information for each impounded vehicle:	Y
a	Scheduled Sale Date	Y
b	Selling Date/Time	Y
c	Sale Price	Y

d	Selling Agency/Jurisdiction	Y
e	Selling Officer ID and Name	Y
f	Comments/Sale Information	Y

Impound Administration - Section 8

1	The Impounded Vehicle module shall include an Administrator function for recording default data for use with the Impound form.	Y
2	The Impound Vehicle module administration forms shall include unique data fields to record, at a minimum, the following information:	Y
a	Law Enforcement Agency/Jurisdiction	Y
b	Impound Type	Y
c	Fee Category	Y
d	Fee Type	Y
e	Fee Description	Y
f	Fee Amount	Y
g	Process Reason/Purpose	Y
h	Process Bureau/Division	Y

Area 15 Impounded Vehicles

No.	Request	
1	Hold Reason/Purpose	Y
J	Hold Bureau/Division	Y
k	Release Reason	Y

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
	The Intelligence Case module of the Records Management System shall be used to document covert activities in a separate, secure database with the option of exporting collected Intelligence data to the primary Records Management System database at the conclusion of the covert operation.		
	Intelligent Case Module - Section 1		
1	The Records Management System shall include a distinct set of applications and separate database that enables each agency/jurisdiction to document covert activities including:	Y	
a	Undercover Drug Operations (buys)	Y	
b	Undercover Surveillance Operations	Y	
c	Search Operations	Y	
d	General Intelligence Operations	Y	
2	The Intelligence Case module shall provide a location for an authorized user to access and/or interact with all information for a single intelligence case including:	Y	
a	Drug, Surveillance, Search, or Interview Record	Y	
b	Associated Location Record(s)	Y	
c	Associated Person Record(s)	Y	
d	Associated Vehicle Record(s)	Y	
e	Associated Property Record(s)	Y	
f	Associated Drug Record (s)	Y	
g	Associated Evidence Record(s)	Y	
h	VENDOR REQUIREMENT: Identify any functions not supported.	Y	
3	The system shall maintain all Intelligence case data in a database separate from the RMS data.	Y	

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
4	The system shall automatically assign a confidential designation to Intelligence records that restricts access to the individual who entered the record and any additional users the record creator designates as authorized viewers.	Y	
5	The system shall allow access to Intelligence Case records to be defined at the module or record field levels.	Y	
	Case Identification - Section 2		
1	The system shall assign each Intelligence case a unique case number.	Y	
2	The system shall allow an assigned Intelligence case number to be changed from within the Intelligence Case module.	Y	
	Undercover Drug Operations - Section 3		
1	The system shall allow undercover drug operations to be documented from within the Intelligence module.	Y	
2	The Undercover Drug Operations record shall capture information unique to the purchase of drugs or other illicit items in the course of undercover investigations, including:	Y	
a	Agency/Jurisdiction	Y	
b	Purchase Date	Y	
c	Reporting Officer Name and ID	Y	
d	Item Type, Name and Quantity Purchased	Y	
e	Undercover Officer Name, ID, and Wireless Audio Monitor and Recorder Details	Y	
f	Undercover Vehicle ID and Wireless Audio Monitor and Recorder Details	Y	
g	Confidential Informant Name, Type, and Wireless Audio Monitor and Recorder Details	Y	
h	Type of Funds Used (serialized, photocopied)	Y	
i	Arrest(s) Effected	Y	
j	Property and/or Evidence Seized/Submitted Details	Y	

No.	Request	
3	The system shall include facilities to enable a System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Undercover Drug Operation form.	Y
4	The system shall directly link an Undercover Drug Operation record to other records in the Intelligence module related exclusively to the drug buy including:	Y
	a Associated Person Record(s)	Y
	b Associated Location Record(s)	Y
	c Associated Vehicle Record(s)	Y
	d Associated Property Record(s)	Y
	e Associated Drug Record(s)	Y
	f Associated Evidence Record(s)	Y
	g Associated Interview Record(s)	Y
5	The system shall store Undercover Drug Operation records only in the Intelligence system database.	Y
6	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Undercover Drug Operation form.	Y
7	The system shall allow the user to associate multiple narratives with each Undercover Drug Operation record in the Intelligence module.	Y

No.	Request	
8	The system shall allow the user to associate multiple digital images, documents, or other objects with each Undercover Drug Operation record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y
9	The system shall allow the user to associate multiple Undercover Drug Operation records with a single case in the Intelligence module.	Y
10	The system shall allow only the case owner or others approved by the case owner to view, add, modify, delete, or print Undercover Drug Operation records in the Intelligence module.	Y
Undercover Surveillance Operations - Section 4		
1	Undercover surveillance operations shall be documented from within the Intelligence module.	Y
2	The Undercover Surveillance Operations record shall capture information unique to the covert tracking of a person or vehicle including:	Y
	a Agency/Jurisdiction	Y
	b Surveillance Type	Y
	c Surveillance Initiate Date and Time	Y
	d Surveillance Location .	Y
	e Location Conditions (Weather, Lighting, etc.)	Y
	f Surveillance Terminate Date and Time	Y
	g Surveillance Summary	Y
	h Surveillance Photos, Video and/or Audio Recordings Produced	Y
	i Property and/or Evidence Seized/Submitted Details	Y
	j Reporting Officer Name and ID	Y

No.		Request														
11		The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Undercover Surveillance Operation form.														Y
12		The system shall directly link an Undercover Surveillance Operation record to other records in the Intelligence module related exclusively to the surveillance including:														Y
	a	Associated Person Record(s)														Y
	b	Associated Location Record(s)														Y
	c	Associated Vehicle Record(s)														Y
	d	Associated Property Record(s)														Y
	e	Associated Drug Record(s)														Y
	f	Associated Evidence Record(s)														Y
	g	Associated Interview Record(s)														Y
13		The system shall store Undercover Surveillance Operation records only in the Intelligence system database.														Y
14		The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Undercover Surveillance Operation form.														Y
15		The system shall allow the user to associate multiple narratives with each Undercover Surveillance Operation record in the Intelligence module.														Y

Area 16 Intelligence Cases

No.		Request														
16		The system shall allow the user to associate multiple digital images, documents, or other objects with each Undercover Surveillance Operation record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions														Y
17		The system shall allow the user to associate multiple Undercover Surveillance Operation records with a single case in the Intelligence module														Y
18		The system shall allow only the case owner or others approved by the case owner to view, add, modify, delete, or print Undercover Surveillance Operation records in the Intelligence module.														Y

Search Operations - Section 5

No.		Request														
1		Search operations shall be documented from within the Intelligence module.														Y
2		The Undercover Surveillance Operations record shall capture information unique to the covert tracking of a person or vehicle, including:														Y
	a	Agency/Jurisdiction														Y
	b	Search Type (residence, business, vehicle, etc.)														Y
	c	Search Initiate Date and Time														Y
	d	Search Location														Y
	e	Location Conditions (Weather, Lighting, etc.)														Y
	f	Search Terminate Date and Time														Y
	g	Surveillance Summary														Y
	h	Search Photos, Video and/or Audio Recordings Produced														Y
	i	Property and/or Evidence Seized/Submitted Details														Y
	j	Affiant Names (minimum of three)														Y

Area 16 Intelligence Cases

No.		Request														
	k	Executing Officer Name and ID														Y

No.	Request	
3	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Search Operation form.	Y
4	The system shall directly link a Search Operation record to other records in the Intelligence module related exclusively to the search, including:	Y
a	Associated Person Record(s)	Y
b	Associated Location Record(s)	Y
c	Associated Vehicle Record(s)	Y
d	Associated Property Record(s)	Y
e	Associated Drug Record(s)	Y
f	Associated Evidence Record(s)	Y
5	The system shall store Search Operation records only in the Intelligence system database.	Y
6	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Search Operation form.	Y
7	The system shall allow the user to associate multiple narratives with each Search Operation record in the Intelligence module.	Y

Area 16 Intelligence Cases

No.	Request	
8	The system shall allow the user to associate multiple digital images, documents, or other objects with each Search Operation record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y
9	The system shall allow the user to associate multiple Search Operation records with a single case in the Intelligence module.	Y
10	The system shall allow only the case owner or others approved by the case owner to view, add, modify, delete, or print Search Operation records in the Intelligence module.	Y

Location Processing - Section 6

No.	Request	
1	The system shall validate Locations (i.e., addresses) from within the Intelligence module for any active Intelligence case.	Y
2	The system shall check any location in any Intelligence case that is within the political boundaries of all supported agencies/jurisdictions for validity using an available ESRI-conformant data source (shape, point and centerline files).	Y
3	The system shall allow only the case owner or others approved by the case owner to view, add, modify, delete, or print Location records for each Intelligence case.	Y

Person Processing - Section 7

No.	Request	
1	The system shall allow Person records to be viewed, added, modified, deleted, or printed from within the Intelligence module for any active Intelligence case.	Y
2	The system shall allow each Intelligence case to contain Person records associated with the Undercover Drug Operation, Surveillance Operation, Search Operation, or Interview Operation record.	Y
3	The system shall store Person records associated with an Intelligence case only in the Intelligence system database.	Y

Area 16 Intelligence Cases

No.	Request	
4	The system shall align data captured with a Person record with the data included in the Master Name Index (MNI) or equivalent and is add the data to the Intelligence Master Name Index. The system shall also map data captured with a Person record to the data included in the Master Name Index (MNI) or equivalent.	Y
5	Subsequent queries of the MNI or equivalent shall identify any matching Intelligence records.	Y
6	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Person form.	Y
7	The system shall allow the user to associate multiple narratives with each Person record in the Intelligence module	Y
8	The system shall allow the user to associate multiple digital images, documents, or other objects with each Person record in Intelligence module (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y

No.	Request				
9	The system shall allow the user to associate multiple Person records with a single case in the Intelligence module	Y			
10	The system shall allow only the case owner or others approved by the case owner to view, add, modify, delete, or print Person records for each Intelligence case.	Y			

Organization Processing - Section 8

No.	Request				
1	The system shall allow the user to view, add, modify or delete Organization records from within the Intelligence module for any active intelligence case.	Y			

No.	Request				
2	Each Intelligence case shall contain organization records associated with the Undercover Drug Operation, Surveillance Operation, Search Operation, or Interview Operation record.	Y			
3	The system shall store Organization records associated with an intelligence case only in the Intelligence system database.	Y			
4	The system shall align data captured with an Organization record with the data included in the Master Organization Index (MOI) or equivalent and is add the data to the Intelligence Master Organization Index. The system shall also map data captured with an Organization record to the data included in the Master Organization Index (MOI) or equivalent	Y			
5	Subsequent queries of the MOI or equivalent shall identify any matching Intelligence records.	Y			
6	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Organization form.	Y			
7	The system shall allow the user to associate multiple narratives with each Organization record in the Intelligence module.	Y			
8	The system shall allow the user to associate multiple digital images, documents, or other objects with each Organization record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y			
9	The system shall allow the user to associate multiple Organization records with a single case in the Intelligence module.	Y			

No.	Request				
10	The system shall allow only the case owner or others approved by the case owner to view, add, modify, delete Organization records for each Intelligence case.	Y			

Vehicle Processing - Section 9

No.	Request				
1	The system shall allow the user to view, add, modify, or delete Vehicle records from within the Intelligence module for any active intelligence case.	Y			
2	Each Intelligence case shall contain Vehicle records associated with the Undercover Drug Operation, Surveillance Operation, Search Operation, or Interview Operation record.	Y			
3	The system shall store Vehicle records associated with an Intelligence case only in the Intelligence system database.	Y			
4	The system shall align data captured with a Vehicle record with the data included in the Master Vehicle Index (MVI) or equivalent and is added to the Intelligence Master Vehicle Index. The system shall also map data captured with a Vehicle record to the data included in the Master Vehicle Index (MVI) or equivalent.	Y			
5	Subsequent queries of the MVI or equivalent shall identify any matching Intelligence records.	Y			
6	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Vehicle form.	Y			
7	The system shall allow the user to associate multiple narratives with each Vehicle record in the Intelligence module.	Y			

No.	Request				

No.	Request		
8	The system shall allow the user to associate multiple digital images, documents, or other objects with each Vehicle record in the Intelligence module (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.		Y
9	The system shall allow the user to associate multiple Vehicle records with a single case in the Intelligence module.		Y
10	The system shall allow only the case owner or others approved by the case owner to view, add, modify, delete, or print Vehicle records for each Intelligence case.		Y

Property Processing - Section 10

No.	Request		
1	The system shall allow Property records to be viewed, added, modified, deleted, or printed from within the Intelligence module for any active intelligence case.		Y
2	The system shall allow each Intelligence case to contain Property records associated to the Undercover Drug Operation, Surveillance Operation, Search Operation or Interview Operation record.		Y
3	The system shall store Property records associated with an intelligence case only in the intelligence system database.		Y
4	The system shall align data captured with a Property record with the data included in the Master Property Index (MPI) or equivalent and add the data to the intelligence MPI. The system shall also map data captured with a Property record to the data included in the Master Property Index (MPI) or equivalent.		Y
5	Subsequent queries of the MPI or equivalent shall identify any matching Intelligence records.		Y
6	The system shall allow the user to associate multiple narratives with each Property record in the Intelligence module.		Y

Area 16 Intelligence Cases

No.	Request		
7	The system shall allow the user to associate multiple digital images, documents, or other objects with each Property record in the Intelligence module (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.		Y
8	The system shall allow the user to associate multiple Property records with a single case in the Intelligence module.		Y
9	The system shall allow only the case owner or others approved by the case owner to view, add, modify, delete, or print Property records for each Intelligence case.		Y

Drug Processing - Section 11

No.	Request		
1	The system shall allow Drug records to be viewed, added, modified, deleted, or printed from within the Intelligence module for any active intelligence case.		Y
2	The system shall allow each Intelligence case to contain Drug records associated to the Undercover Drug Operation, Surveillance Operation, Search Operation or Interview Operation record.		Y
3	The system shall store Drug records associated with an Intelligence case only in the intelligence system database.		Y
4	Drug records shall include fields for capturing data unique to documenting information about illegal or illicit drugs associated to an intelligence case including:		Y
a	Drug Type		Y
b	Drug Name		Y
c	Drug Status		Y
d	Drug Measure		Y
e	Drug Quantity		Y
f	Drug Involvement (buying, cultivating, distributing, exploiting children, operating, operating, possessing, transporting and/or using)		

Area 16 Intelligence Cases

No.	Request		
5	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Drug form.		Y
6	The system shall allow the user to associate multiple narratives with each Drug record in the Intelligence module.		Y

No.	Request	
7	The system shall allow the user to associate multiple digital images, documents, or other objects with each Drug record in the Intelligence module (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y
8	The system shall allow the user to associate multiple Drug records with a single case in the Intelligence module.	Y
9	The system shall allow only the case owner or others approved by the case owner to view, add, modify, delete, print Drug records for each Intelligence case.	Y

Evidence Processing - Section 12

No.	Request	
1	The system shall allow Evidence records to be viewed, added, modified, deleted, or printed from within the Intelligence module for any active intelligence case.	Y
2	The system shall allow each Intelligence case to contain Evidence records associated with the Undercover Drug Operation, Surveillance Operation, Search Operation, or Interview Operation record.	Y
3	The system shall store Evidence records associated with an intelligence case only in the intelligence system database.	Y

Area 16 Intelligence Cases

No.	Request	
4	Evidence records are for items confiscated or recovered that do not fit into any of the other physical case entity categories (e.g., vehicles, property, etc.).	Y
5	The system shall allow the user to associate multiple narratives with each Evidence record in the Intelligence module.	Y
6	The system shall allow the user to associate multiple digital images, documents, or other objects with each Evidence record in the Intelligence module (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y
7	The system shall allow the user to associate multiple Evidence records with a single case in the Intelligence module.	Y
8	The system shall allow only the case owner or others approved by the case owner to view, add, modify, delete, or print Evidence records for each Intelligence case.	Y
9	The system shall exclude Evidence records from the data export process available for creating cases in the primary RMS from data captured in the Intelligence Case module.	Y

Interview Processing - Section 13

No.	Request	
1	The system shall allow Interview records to be viewed, added, modified, deleted, or printed from within the Intelligence module for any active intelligence case.	Y
2	The system shall allow an investigation Interview form to be accessed from within the Case module to document interviews conducted during the investigation process.	Y

Area 16 Intelligence Cases

No.	Request	
3	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Interview form.	Y
4	The system shall allow the user to associate multiple narratives with each Interview record.	Y
5	The system shall allow the user to associate multiple digital images, documents, or other objects with each Interview record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y
6	The system shall allow the user to associate multiple Interview records with a single case.	Y
7	The system shall use authorization records to define which users can view, add, modify, delete, or print Interview records for each agency/jurisdiction.	Y

Intelligence Case Data Export - Section 14

No.	Request	
1	The system shall allow select data in an Intelligence Case record to be exported and replicated to the primary RMS database without reentering the data.	Y
2	The system shall allow uniquely authorized users to export selected Intelligence case data into the primary RMS to create a standard Case record, including:	Y
a	Primary Location	Y

		Y
b	Person Record(s)	Y
c	Vehicle Record(s)	Y
d	Property (non-evidence) Record (s)	Y
e	Drug Record(s)	Y
f	Associated Narrative(s)	Y

Area 16 Intelligence Cases		
No.	Request	
	Reports- Section 15	
1	The system shall generate a general query of Intelligence Case records based on any value, range of values or variables (wild cards) in any field or combination of fields.	Y
2	Responses to queries shall be limited to data from only those reports that the requestor is authorized to view.	Y
3	The system shall provide support for Microsoft SQL Reporting Services for defining custom reports and executing or scheduling ad hoc queries.	Y

Area 12 Juvenile Custody

No	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
1	The Juvenile Custody module of the Records Management System is used to manage data related to juvenile custody, arrests, and charges on preformatted, state-specific templates.		
	Custody Data - Section 1		
	The Custody form shall include unique data fields to record, at a minimum, the following information:	Y	
a	Sequence Number	Y	
b	Transaction Number	Y	
c	Date of Arrest	Y	
d	Type of Arrest	Y	
e	Address, City, County	Y	
f	Multiple Clearance Indicator	Y	
g	Cleared Before	Y	
h	Officer ID	Y	
i	Officer Name	Y	
j	Juvenile Disposition	Y	

Name Data - Section 2

No	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
1	The Name form shall include unique data fields to record, at a minimum, the following personal information about the arrestee:	Y	
a	First Name, Middle Name, Last Name, Moniker, Suffix	Y	
b	Address, Apartment, City, State, Zip Code	Y	
c	Social Security Number	Y	
d	Date of Birth Date	Y	
e	Age	Y	
f	Race	Y	
g	Sex	Y	

Area 12 Juvenile Custody

No	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
h	Resident	Y	
i	Ethnicity	Y	
j	Phone Number	Y	
m	Scars/Marks/Tattoos	Y	
c	Eye Color	Y	
d	Hair Color	Y	
f	Height	Y	
g	Weight	Y	
i	Weapon/Automatic	Y	
s	10 NCIC Fingerprint Classification	Y	

Charge Data - Section 3

No	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
1	The Charge form shall include unique data fields to record, at a minimum, the following information.	Y	
a	UCR Code	Y	
b	Offense Description	Y	
c	Counts	Y	
d	Felony/Misdemeanor	Y	
e	Types of Criminal Activities	Y	

No.	Request	Y
	Disposition Date	Y
g	Disposition	Y
h	Sentence	Y

Drug Data – Section 4

The Drug form shall include unique data fields to record, at a minimum, the following information:

		Y
a	Code	Y
b	Description	Y

No.	Request	Y
c	Status	Y
d	Quantity	Y
e	Measure	Y
	Specific Drug Charges (Buying, Cultivating, Distributing, Exploiting Children, Operating, Possessing, Transporting, and Using)	Y

Property Data – Section 5

The Property form shall include unique data fields to record, at a minimum, the following information:

		Y
a	Description	Y
b	Location	Y
c	Make	Y
d	Model	Y
e	Serial Number	Y
f	Quantity	Y
g	Initial Value	Y
h	Date-Recovered	Y

Vehicle Data – Section 6

The Vehicle form shall include unique data fields to record, at a minimum, the following information:

		Y
a	Type	Y
b	Year	Y
c	Make, Model, Style	Y
d	License Plate	Y
e	Year of Plate	Y
f	State of Plate	Y
g	Expiration Date	Y

No.	Request	Y
h	Vehicle Identification Number	Y
i	Hull Number	Y
j	Serial Number	Y
k	Registration Year	Y
l	Registration Expires	Y
m	Transmission Type	Y
n	Transmission Speeds	Y
o	Inventory File	Y

		Y
g	Inventory By	Y
q	Inventory Date	Y
r	Insured By	Y
s	Type of Loss	Y
t	Status	Y
u	Secured	Y
v	Date Left	Y
w	Storage Location	Y
x	Release to Another	Y
y	Narrative	Y

Vehicle Owned Data - Section 7

No	Request	Y
1	The Vehicle Owner form shall include unique data fields to record, at a minimum, the following information:	Y
a	Person/Business	Y
b	Owner/Lessee	Y
c	First Name, Middle Name, Last Name, Suffix	Y
d	Address, Apartment, City, State, Zip Code, Phone	Y
e	Date of Birth	Y

Area 17 Juvenile Custody

No	Request	Y
2	The system shall allow the System Administrator to define the maximum age limit for Juvenile records.	Y
3	The system shall allow form-level validation for all arrest records.	Y
4	The system shall standardize incident-based reports with Uniform Crime Codes and validate entries to ensure correct codes are used.	Y
5	The system shall automatically link a master name to related incident reports.	Y
6	When the user performs a Name search, the system shall automatically alert users to outstanding warrants.	Y
7	The system shall allow the user to associate files with multiple people, crimes, vehicles, stolen/seized/other property, and narratives.	Y
8	The system shall allow the user to validate an entire Juvenile custody- related record including arrest, charge, drug, property, and/or vehicle, with one button.	Y
9	The system shall query and interface with Master Name and Alias, Location, Vehicle, and Property databases.	Y
10	The system shall allow the user to indicate if a comment includes Juvenile information.	Y
11	The system shall allow only users authorized to view Juvenile information to print narrative that includes juvenile information.	Y

Reports - Section 8

No	Request	Y
1	The system includes a combination of baseline reports and ad hoc reporting capabilities.	Y
2	The system shall provide support for Cytral Reports or Microsoft SQL Reporting Services for defining custom reports and executing or scheduling ad hoc queries.	Y

Area 18 Images Function		Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
No.	Request		
	All modules of the Records Management System shall support the inclusion of photographic images (mug shots). The Records Management System shall also include special applications for cataloguing, searching, and presenting photographic images for suspect identification and other purposes unique to law enforcement operations.		
	Imaging Feature - Section 1		
1	Photographic Images (mug shots) are one type of object that can be associated with any record in the Records Management System, as described in separately documented specifications for the Images function.	Y	
Portrait Capture - Section 2			
1	Image capture can occur outside of the Records Management System using a mug shot capture application or a commercial high resolution still image camera, or can be performed within the Records Management System using embedded image capture capabilities.	Y	
2	The embedded image capture feature of the Records Management System shall function with any imaging devices, such as digital cameras and scanners that support a TWAIN-compliant interface.	Y	
3	The system shall support use of 24-bit digital color photographic images.	Y	
4	The system shall catalogue each mug shot image captured with detailed person identification and demographic data, including:	Y	
	a Name	Y	
	b Gender	Y	
	c Ethnicity	Y	
	d Date of Birth	Y	

Area 18 Images Function		Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
No.	Request		
	e Height	Y	
	f Weight	Y	
	g Scars, Marks and Tattoos	Y	
	h Associated Case Number	Y	
	i Unique Personal Identification Number	Y	
5	Photographic images captured with the Records Management System shall be used for multiple purposes, including mug shots, and lineups.	Y	
Portrait Storage - Section 3			
1	The system shall store images of various types and formats and link the images to records.	Y	
2	The system shall allow the user to associate multiple digital images, documents, or other objects to a record. The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y	
3	The system shall use authorization records to define which users can view, add, modify, delete, or print photographic images for each agency/jurisdiction.	Y	
Portrait Search - Section 4			
1	The system shall allow the user to search for person images based on any of the following physical descriptors:	Y	
	a Height	Y	
	b Weight	Y	
	c Age	Y	
2	The system shall allow the user to store and view multiple photographic images for the same subject in the Records Management System.	Y	

No.	Request	
3	The system shall allow the user to view all photographic images associated with a single incident or case.	Y
4	For easy comparison, the system shall display multiple photographic images simultaneously on the workstation.	Y
5	The system shall allow the user to search for photo images based on a range of criteria and access the identification and demographic data for a given portrait.	Y
6	The system shall print a photographic image independently of the Print action for any associated "parent" record in the RMS.	Y

Photographic Lineup - Section 5

No.	Request	
1	The system shall provide the ability to use images stored in the RMS for photographic lineups consisting of portrait images of multiple persons with similar physical characteristics.	Y
2	The system shall allow the user to execute a search to identify images of persons with physical characteristics similar to those of a suspect, including:	
a	Gender	Y
b	Race	Y
c	Age Range or Age (plus or minus a specified number of years)	Y
d	Height Range or Height (plus or minus a specified number of inches)	Y
e	Weight Range or Weight (plus or minus a specified number of pounds)	Y
f	Build	Y
g	Hair Color, Style and/or Length	Y
h	Eye Color and/or Eyeglasses	Y
i	Facial Hair	Y
j	Skin Complexion	Y

No.	Request	
3	The images used in a lineup for identification shall be selected by the user or chosen randomly by the system based on the highest degree of match with the physical characteristics entered.	Y
4	The system shall generate and display a lineup on the screen with six (6) photos.	Y
5	The system shall generate and print a lineup using either six (6) or eight (8) photos.	Y
6	Details of the person in a portrait shall optionally be restricted from viewing to reduce the chance of biasing the witness.	Y
7	The images used in a lineup for identification shall be sorted or positioned by the user or chosen randomly by the system.	Y
8	To enhance the validity of the identification, the order or position of images used in a lineup for identification shall change each time the lineup is accessed for each witness.	Y
9	The system shall allow the user to display a lineup and a witness to record their selection directly on the lineup image.	Y
10	The system shall allow the user to print a lineup.	Y
11	The system shall allow the user to save or store a lineup that the creator or other authorize use can retrieve later	Y

Area 19 Objects Function

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
	All modules of the Records Management System shall support the inclusion of files, documents, or "objects"		
	Objects Feature - Section 1		
1	The system shall add Windows-compatible files or documents to any record or "child" portion of a record in the RMS (e.g., a Vehicle "child" record associated with Towed Vehicle record; a Person "child" record associated with an Incident record, etc.).	Y	
2	The system shall add any Windows-supported file or document type to a record including, but not limited to:	Y	
a	Advanced Systems Format file (.asf)	Y	
b	ASCII text file (.asc)	Y	
c	ASCII Text file (.txt)	Y	
d	Audio Interchange File (.aif)	Y	
e	Audio Video Interleave file (.avi)	Y	
f	AutoCAD drawing (.dwg)	Y	
g	Bit-map image file (.bmp)	Y	
h	Comma-Separated Value file (.csv)	Y	
i	Compressed file (.zip)	Y	
j	Corel WordPerfect document (.wp)	Y	
k	CorelDRAW drawing (.cdr)	Y	
l	Crystal Reports output file (.rpt)	Y	
m	Encapsulated Postscript image file (.epf)	Y	
n	Graphic Interchange Format image file (.gif)	Y	
o	Hypertext Markup Language document (.htm/.html)	Y	
p	Joint Photographic Experts Group graphics file (.jpeg/.jpg)	Y	
q	Kodak Photo-CD multi-resolution image (.pcd)	Y	
r	Microsoft Access database file (.mdb)	Y	
s	Microsoft Excel spreadsheet (.xls/.xlsx)	Y	

Area 19 Objects Function

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
t	Microsoft Media Center Recorded Windows Television file (.wtv)	Y	
u	Microsoft PowerPoint Presentation (.ppt)	Y	
v	Microsoft Project file (.mpp)	Y	
	Microsoft Publisher document (.pub)	Y	
	Microsoft SQL Server database file (.mdf)	Y	
w	Microsoft Visio Drawing file (.vsd)	Y	
x	Microsoft Windows Media Audio file (.wma)	Y	
y	Microsoft Windows Media Video file (.wmv)	Y	
z	Microsoft Windows Metafile image (.wmf)	Y	
aa	Microsoft Word document (.doc)	Y	
ab	Moving Picture Experts Group file (.mpeg/.mpg/.mp2-4)	Y	
ac	Paint Shop Pro image (.psp)	Y	
ad	PC Paintbrush Bitmap Graphic file (.pcx)	Y	
ae	Portable (Public) Network Graphic file (.png)	Y	
af	Portable Document Format (.pdf)	Y	
ag	QuickTime video clip (.mov)	Y	

	Request	
ah	RealAudio audio file (.ra)	Y
ai	RealAudio video file (.rm/.rv)	Y
aj	Rich Text File document (.rtf/.rtx)	Y
ak	Tab-Separated Values file (.tsv)	Y
al	Tagged Image Format File document (.tif/.tiff)	Y
3	The system shall store objects in the Records Management System database with a link to the associated RMS record.	Y
4	The system shall allow the user to give objects an optional unique title for easy identification.	Y
5	The system shall allow authorized users to delete previously entered objects from within the Records Management System.	Y

Area 19 Objects Function

No.	Request	
6	The system shall store and/or link multiple objects to a record within the RMS.	Y
7	The system shall use authorization records to define which users can view, add, modify, delete, or print objects for each agency/jurisdiction.	Y

Accessing Objects - Section 2

No.	Request	
1	The system shall allow any authorized user to access the accompanying object(s). The appropriate application may be required to access and view the associated objects.	Y
2	The system shall provide an indicator with the "parent" record to easily identify when an object(s) is available.	Y
3	If multiple objects are associated with a record, the system shall present a list of available objects that include the user-entered title for each object.	Y
4	Vendor is to indicate if a compatible application, viewer, or player must be installed on the local desktop computer in order to access an object or if the Records Management System supplies embedded document and file viewers within the application.	Y
6	The system shall allow the user to export ("save as") any attached object in a file-compatible format if the originating application is accessible.	Y

No.	Request	Answer Yes (Y) or No for Each Item	Explanation (if required)
	Officer Activity Module - Section 1		
1	The RMS shall include a distinct module for each agency/jurisdiction to manage data relating to officer activity and every aspect of calls received, regardless of how calls are received, including:	Y	
a	Officer Activity Log	Y	
b	Name Records	Y	
c	Officer Records	Y	
2	The Officer Activity Log form shall include unique data fields to record, at a minimum, the following information:	Y	
a	Law Enforcement Agency/Jurisdiction	Y	
b	Case Number	Y	
c	Log Number	Y	
d	Case Created (Y/N)	Y	
e	Date Received, Received By, How Received	Y	
f	Offense Date, Offense Class	Y	
g	Complaint Type	Y	
h	Ten Code	Y	
i	Nature of Call	Y	
j	Status	Y	
k	Action Taken	Y	
l	Address, City	Y	
m	Agency-Definable Fields for additional information	Y	

No.	Request	Answer Yes (Y) or No for Each Item	Explanation (if required)
3	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Officer Activity module.	Y	
4	The system shall automatically assign log numbers based on the number mask established by the System Administrator.	Y	
5	The system shall provide a Browse List from which the user can select the desired Log record and view the associated details.	Y	
6	The system shall allow the user to associate multiple narratives with each Officer Activity record.	Y	
7	The system shall allow the user to associate multiple digital images, documents, or other objects with each Officer Activity record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y	
8	The system shall use authorization records to define which users can view, add, modify, delete and/or print Officer Activity records for each agency/jurisdiction.	Y	
	Name Processing - Section 2		
1	The system shall record the following details with the entry of an Officer Activity Log record	Y	
a	Involvement Type	Y	
b	Entry Type	Y	
c	Name Fields: First Name, Middle Name, Last Name, Suffix, Moniker, (or Business Name/Contact)	Y	
d	Address Fields: Address, Apartment, PO Box, City, State, Zip Code	Y	
e	Contact Fields: Contact Phone, SSN, Date Of Birth	Y	

No.	Request	
2	The system shall allow the user to add names pertaining to log records only if the prerequisite Activity Log record has been completed.	Y
3	The system shall allow the user to make Log entries from the folder master menu via one mouse click.	Y
4	The system shall allow the user to transfer log calls into Case Records to increase data entry efficiency.	Y
5	The system shall designate cases generated from Log records as such and indicate the corresponding log number.	Y
6	The system shall allow the user to generate detailed case reports from the Log records.	Y
Officer Record Processing - Section 3		
1	The system shall record the following details with for all officers involved in the call:	Y
a	Officer ID and Name	Y
b	Role	Y
c	Date/Time Dispatched	Y
d	Date/Time Arrived	Y
e	Date/Time Cleared	Y
Reports - Section 4		
1	The system shall include a combination of baseline reports and ad hoc reporting capabilities.	Y
2	The system shall provide support for Microsoft SQL Reporting Services for defining custom reports and executing or scheduling ad hoc queries.	Y
Data Export - Section 5		
1	The system shall export responses to queries of Officer Activity data to Microsoft Excel with minimum keystrokes.	Y

Area 21 Pawn Module		Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
No.	**Request**		
	The Pawn Module of the Records Management System shall allow law enforcement staff to quickly and efficiently identify stolen articles that have been pawned and to identify persons who pawn property frequently or in large quantities.		
	Pawn Module - Section 1		
1	The RMS shall include a distinct module for each agency/jurisdiction to collect, store, and examine pawned property transactions reported by pawnbrokers.	Y	
Pawn Articles - Section 2			
1	The Pawn module shall provide a pawn ticket form for collecting pawnbroker, pawn customer and article information on each item of pawned property	Y	
2	The Pawn ticket form shall include unique data fields to record, at a minimum, the following information for each pawned article:	Y	
a	Law Enforcement Agency/Jurisdiction	Y	
b	Pawn Record Action (View, Add, Modify, Delete, Print)	Y	
c	Pawn Transaction Type (Intake, View and Release, View and Seize)	Y	
c.1	Pawn Intake Transaction (Pawnbroker Identifier, Pawn Ticket Number, Employee Accepting Article, Pawn Type Code)	Y	
c.2	Pawn Release Transaction (Pawnbroker Identifier, Pawn Ticket Number, Employee Releasing Article, Release Disposition Code)	Y	
c.3	Pawn Seize Transaction (Agency/Jurisdiction, Associated Case Number, Employee Identifier, Seizure Disposition Code)	Y	
d	Pawn Transaction Date	Y	
e	Article (Property Type Code, Quantity, Description, Make, Model, Color, Serial Number, Owner-Applied or Other Identifying Number, Value).	Y	

Area 21 Pawn Module		Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
No.	**Request**		
f	Associated Person Name (First, Middle, Last, Suffix, Moniker)	Y	
g	Associated Person Demographics (Date of Birth, Gender, Ethnicity, Height, Weight, Hair Color, Eye Color, Scars/Marks/Tattoos)	Y	
h	Associated Person Identification	Y	
i	Associated Person Home Address (Street Address, Apartment, PO Box, City, State, Postal Code, County, Country)	Y	
j	Associated Person Telephone Numbers	Y	
3	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Pawned Property module.	Y	
4	The system shall allow the user to associate multiple narratives with each Pawned Property record.	Y	
5	The system shall allow the user to associate multiple digital images, documents, or other objects with each Pawned Property record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y	
6	The system shall use authorization records to define which users can view, add, modify, delete, or print Pawned Property records for each agency/jurisdiction.	Y	
Property Processing - Section 3			
1	Each pawned property record transaction shall automatically record or associate each article of property pawned with the Master Property Index (MPI).	Y	

Area 21 Pawn Module		Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
No.	**Request**		
2	Subsequent queries of the MPI shall identify any matching Pawned Property records for that article.	Y	

No.	Request	
3	Each Pawned Property record transaction with a unique identifier shall automatically generate a query of the MPI to determine if the article is lost or stolen and notifies the user of any positive or potential matches.	Y

Person Processing - Section 4

No.	Request	
1	Each Pawned Property record transaction shall automatically record or associate the name of each person pawning property with the Master Name Index (MNI).	Y
2	Subsequent queries of the MNI shall identify any matching Pawned Property records for that person.	Y
3	Each Pawned Property record transaction shall automatically generate a query of the MNI to determine if the person pawning the property has any wants or warrants and notifies the user of any positive or potential matches.	Y
4	Each Pawned Property record transaction with sufficient unique data (i.e., complete name and date of birth) shall generate a query of state and national (NCIC) databases via an interface with the state VCIN network to determine if the person pawning the property has any wants or warrants, and notifies the user of any positive or potential matches.	Y

Electronic Submission (priced as an option) - Section 5

No.	Request	
1	The system shall allow pawnbrokers to supply Pawned Property records for upload in any supported digital format, including:	Y
a	Extensible Markup Language (XML)	
b	Comma-Separated Values (CSV)	
c	Interface from LEADS	

No.	Request	
2	A field-configurable utility shall enable the definition of multiple transformation routines for automatically converting data received from each pawnbroker into a format suitable for direct import into the RMS database.	Y
3	To limit access to the law enforcement network and information systems, pawnbrokers shall submit files with Pawned Property records by including them as an attachment to an email to law enforcement staff who copy the files to a designated shared directory of the RMS.	Y
4	The RMS shall automatically check the designated directory at a field- configurable interval for new records.	Y
5	The system shall automatically transform new records from their native format to the format required for import by the RMS.	Y
6	The system shall validate data from new records using the same business logic that is used when records are entered manually, and a notification shall be generated identifying any errors or conflicts that prevented a record from being created in the RMS database.	Y
7	The system shall include apply article, person, and location information included in each new record to the corresponding master indices.	Y
8	The system shall check article information included in each new record for matching Lost or Stolen Property records in RMS and the system shall generate a notification for any positive or potential matches.	Y

Area 21 Pawn Module

No.	Request	
9	Each Pawned Property record with sufficient unique data (e.g., serial number) shall generate a query of state and national (NCIC) databases via an interface with the state VCIN network to determine if the pawned property has any positive or potential matches.	Y
10	The system shall include a transaction for the System Administrator or other authorized user to initiate an upload of any file that was not uploaded successfully.	Y
11	The system shall automatically delete files after the Pawned Property records are successfully processed.	Y

Reports - Section 6

No.	Request	
1	The system shall provide a combination of baseline reports and ad hoc reporting capabilities.	Y
2	A report of Pawned Property records shall be generated or scheduled to identify persons by name or location (home address) who have exceeded an agency-specified number of pawn transactions across a defined timeframe (e.g., more than twenty pawn transactions over the past thirty days, or between date one and date two).	Y

			Y
3	A report of Pawned Property records shall be generated or scheduled to identify persons by name or location (home address) who have exceeded an agency-specified number of pawn transactions across multiple user-specified timeframes (e.g., more than five pawn transactions over the past six thirty-day periods).		Y
4	A report of Pawned Property records shall be generated or scheduled to identify the articles recovered from each pawnbroker across an agency-specified amount of time (e.g., last thirty days or between date one to date two).		Y

Area 21 Pawn Module			
No.	Request		
5	The system shall provide support for Microsoft SQL Reporting Services for defining custom reports and executing or scheduling ad hoc queries.		Y
6	The system shall export selected Pawn records to Microsoft Excel with a minimum keystrokes		Y

Data Extract - Section 7

1	The system shall extract Pawned Property records for transfer to other systems in a form and format that conforms to NIEM standards.		Y
2	The data extract shall include only the property data, only the person data, or the entire transaction record.		Y

Pawnbroker Administration - Section 8

1	The Pawn module shall provide a Pawnbroker Administration form for collecting information about each pawnbroker providing pawned property information.		Y
2	The Pawnbroker Administration form shall include unique data fields to record, at a minimum, the following information for each pawnbroker:		Y
a	Law Enforcement Agency/Jurisdiction		Y
b	Unique Pawnbroker Identification Number		Y
c	Pawnbroker Business Name		Y
d	Pawnbroker Business Address		Y
e	Multiple Pawnbroker Telephone Numbers		Y
f	Multiple Pawnbroker Employee Names		Y
3	The system shall use authorization records to define which users can view, add, modify, delete, or print pawnbroker administration records for each agency/jurisdiction.		Y

Area 22 Personnel Administration Module

No.		Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
		Personnel Administration Module - Section 1		
1		The RMS shall include a distinct module for each agency/jurisdiction to manage data relating to personnel, including:	Y	
	a	Classifications	Y	
	b	Courses	Y	
	c	Training	Y	
	d	Equipment Information and Tracking	Y	
	e	Shift Information	Y	
	f	Personnel Information	Y	
	g	Time Codes	Y	
	h	Days Off	Y	
2		The Personnel form shall include unique data fields to record, at a minimum, the following information:	Y	
	a	Law Enforcement Agency/Jurisdiction	Y	
	b	Bar Code	Y	
	c	Social Security Number	Y	
	d	Contact Information: Name and Suffix, Address, City, State, Zip Code, Home Phone, Work Phone, Cell Phone	Y	
	e	Date of Birth	Y	
	f	Marital Status	Y	
	g	Physical Characteristics: Hair, Height, Weight, Sex, Race, Ethnicity	Y	
	h	Blood Type	Y	
	i	Certificate	Y	
	j	Classification	Y	
	k	Shift Preference	Y	
	l	Days Working	Y	
	m	Language 1, Language 2, Language 3	Y	

Area 22 Personnel Administration Module

No.		Request		
	n	Officer ID	Y	
	o	Hire Date and Termination Date	Y	
	p	Region	Y	
	q	Division	Y	
	r	Section	Y	
	s	Department	Y	
	t	Team	Y	
	u	Crew	Y	
	v	Weapon	Y	
	w	Serial Number	Y	
	x	SS Shirt/LS Shirt	Y	
	y	Pants	Y	
	z	Shoes	Y	
	aa	Coat	Y	
	ab	Hat	Y	
	ac	Next of Kin	Y	

No.	Request	
ad	Agency-Definable Fields for additional information	Y
3	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Personnel Administration module.	Y
4	The system shall allow the user to associate multiple narratives with each Personnel record.	Y

Area 22 Personnel Administration Module

No.	Request	
5	The system shall allow the user to associate multiple digital images, documents, or other objects with each Personnel record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y
6	The system shall use authorization records to define which users can view, add, modify, delete and/or print Personnel records for each agency/jurisdiction.	Y

Classification Processing - Section 2

No.	Request	
1	The system shall provide a Classifications option that allows the system administrator to manage the agency's equipment and training needs by setting up classifications based on the various staff positions. Once the system administrator sets up the classifications, the classifications shall be applied when the user adds personnel, equipment items, and/or training courses. Each staff position is assigned a single classification, but equipment items and training courses can have multiple classifications and be assigned to more than one type of position/employee.	Y
2	The Classification form shall include unique data fields to record, at a minimum, the following Classification information:	Y
a	Law Enforcement Agency/Jurisdiction	Y
b	Classification Code	Y
c	Classification Name	Y
d	Description	Y
e	Agency-Definable Fields for additional information	Y

Course Processing - Section 3

Area 22 Personnel Administration Module

No.	Request	
1	The system shall provide a Course option that allows the system administrator to maintain information about the various training courses available to employees.	Y
2	The Course form shall include unique data fields to record, at a minimum, the following Course information:	Y
a	Law Enforcement Agency/Jurisdiction	Y
b	Course Code	Y
c	Category	Y
d	Description of Training Course	Y
e	Class 1, Class 2, Class 3, Class 4	Y
f	Class Duration	Y
g	Required (Y/N)	Y
h	Take Only Once (Y/N)	Y
i	Agency-Definable Fields for additional information	Y

Time Code Processing - Section 4

No.	Request	
1	The system shall provide a Time Codes option that allows an authorized user to track staff days off by establishing codes for the reasons for days off.	Y
2	The Time Code form shall include unique data fields to record, at a minimum, the following Time Code information:	Y
	Law Enforcement Agency/Jurisdiction	Y
	Time Code	Y
	Category	Y

Description of Time Code	
Default Work Time	Y
Paid	Y
Default Off Time	Y
Agency-Definable Fields for additional information	Y

Area 12 Personnel Administration Module

No.	Request	
Equipment Code Processing - Section 5		
1	The system shall provide an Equipment option that allows the user to add Inventory records for the various types of equipment used at the agency.	Y
2	The system shall provide an Equipment Tracking function that allows the user to easily assign a specific equipment item to a specific employee.	Y
3	The system shall allow the user to record each piece of equipment issued to an employee and the system shall automatically subtract the issued equipment from the inventory.	Y
Reports - Section 6		
1	The system shall include a combination of baseline reports and ad hoc reporting capabilities.	Y
2	The system shall provide support for Microsoft SQL Reporting Services for defining custom reports and executing or scheduling ad hoc queries.	Y
Data Extract - Section 7		
1	The system shall allow the user to export responses to Personnel data queries to Microsoft Excel with a minimum of keystrokes.	Y

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
	Area 23 Parking Tickets Module		
	The Parking Tickets module of the Records Management System shall be used to record and track information regarding parking tickets, violations, permits, and payments.		
	Parking Tickets Module - Section 1		
1	The RMS shall include a distinct module for each agency/jurisdiction to manage data relating to parking tickets, including:	Y	
a	Parking Violations	Y	
b	Permits Issued	Y	
c	Payments	Y	
2	The Parking Permits form shall include unique data fields to record, at a minimum, the following information for each Parking Permit:	Y	
a	Law Enforcement Agency/Jurisdiction	Y	
b	Permit	Y	
c	Permit Type	Y	
d	Vehicle Number	Y	
e	Permit Contact (First Name, Middle Name, Last Name, Suffix, Phone, Address, Apartment, City, County, Zip Code)	Y	
f	Vehicle Identification Number	Y	
g	Type of Vehicle	Y	
h	Vehicle Details: Year, Make, Model, Style, Color, License Plate Number, Plate Year, Plate Country, Plate State, Plate Expiration Date, Student Year, Banned	Y	
i	Narrative	Y	
j	Agency-Definable Fields for additional information	Y	

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
	Area 23 Parking Tickets Module		
3	The system shall allow the agency to establish codes from a number of code classes, including violation and fee, payment method, permit class, permit type, and ticket disposition	Y	
4	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Parking Tickets module.	Y	
5	The system shall allow the user to associate multiple narratives with each Parking Ticket record.	Y	
6	The system shall allow the user to associate multiple digital images, documents, or other objects with each Parking Ticket record (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.	Y	
7	The system shall associate multiple Parking Ticket records with a single RMS case.	Y	
8	The system shall use authorization records to define which users can view, add, modify, delete and/or print Parking Ticket records for each agency/jurisdiction.	Y	
	Paking Permit Processing - Section 2		
1	The system shall allow the agency to create different permits for various parking designations.	Y	
2	The system shall provide a Home Address form that includes unique data fields to record, at a minimum, the following information for	Y	
a	Permit	Y	
b	Permit Type	Y	
c	Vehicle Number	Y	

No.	Request		
	Area 23 Parking Tickets Module		

		Response
d	Permit Contact (First Name, Middle Name, Last Name, Suffix, Phone, Address, Apartment, City, County, Zip Code)	Y
e	Narrative	Y

Parking Ticket Processing - Section 3

No.	Request	Response
1	The system shall support capture of parking tickets associated with a specific parking permit number and shall track other parking tickets.	Y
2	The Tickets form shall include unique data fields to record, at a minimum, the following information for each Ticket:	Y
a	Ticket Number	Y
b	Law Enforcement Agency/Jurisdiction	Y
c	Officer ID	Y
d	Officer Name	Y
e	Fine Due Date	Y
f	Number	Y
g	Notice Printed (Y/N)	Y
h	Violation	Y
i	Violation Date/Time	Y
j	Violation Location	Y
k	Fine, Fine Disposition, Fine Type, Fine Paid, Fine Amount Owed	Y
l	Permit Type	Y
m	Permit Number	Y
n	Vehicle Number	Y
o	Vehicle Identification Number	Y
p	Plate Number, Plate Year, Plate Country, Plate State, Plate Expiration Date.	Y
q	Vehicle Details: Type, Year, Make, Model, Style, Color	Y
r	Vehicle Owner Details: First Name, Middle Name, Suffix, Address, Apartment, City, County, State, Zip Code, Phone Number	Y

Area 23 Parking Tickets Module

No.	Request	Response
s	Narrative	Y
t	Agency-Definable Fields for additional information	Y

Ticket Payment Processing - Section 4

No.	Request	Response
1	The Payment form shall include unique data fields to record, at a minimum, the following information for each Payment for a specific ticket:	Y
a	Parking Ticket Number	Y
b	First/Middle/Last Name and Suffix of Cited	Y
c	Permit Type	Y
d	Permit Number	Y
e	Fine	Y
f	Total Paid	Y
g	Amount Owed	Y
h	Amount Paid	Y
i	Payment Method	Y
j	Check Number	Y
k	Receipt	Y
l	Date/Time Paid	Y
m	First/Middle/Last Name and Suffix of Payer	Y
2	The system shall allow the user to print payment receipts with one button.	Y
3	The system shall provide several options for the agency to create different Official Notices of Delinquent Parking Citations, including text layout, body text, and narrative.	Y
4	The system shall allow the agency to configure and select the text layout of different Official Notices of Delinquent Parking Citations.	Y

Reports - Section 5

Area 24 Parking Tickets Module

No.	Request		
1	The system shall include a combination of baseline reports and ad hoc reporting capabilities.	Y	
2	The system shall provide support for Cytral Reports or Microsoft SQL Reporting Services for defining custom reports and executing or scheduling ad hoc queries.	Y	

Data Extract - Section 6

No.	Request		
1	The system shall allow the user to export responses to Personnel data queries to Microsoft Excel with a minimum of keystrokes.	Y	
2	The system shall allow the user to view, add, and edit the Master Address Index, Master Name Index, and Master Vehicle Index databases.	Y	
3	Queries and interfaces with the Master Name and Alias, Master Location, and Master Vehicle databases.	Y	

No.	Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
Area 24 Towed Vehicles			
	The Towed Vehicle function of the Records Management System is intended for managing the status of vehicles that have been towed and stored without any restriction on its release.		
	Towed Vehicles Module - Section 1		
1	The RMS shall include a distinct module for each agency/jurisdiction to document and manage the towing and storage of vehicles either as an extension of an Incident, Traffic, Arrest and/or Citation record or to document the towing of a vehicle independent of any other transaction.	Y	
2	The Towed Vehicle module shall include three distinct functions:	Y	
a	Maintain data on towing service providers	Y	
b	Document removal, towing, and vehicle storage	Y	
c	Generate notification letters to owners of towed and stored vehicles	Y	
3	The system shall not limit the number of Tow records that can be stored: the actual number of records shall be limited only by hardware, operating system, and/or database platform sizing restrictions.	Y	
Tow Processing - Section 2			
1	A Tow form shall be used to collect data to document the removal, towing, and storage of a vehicle.	Y	
2	The Tow form shall include unique data fields to record, at a minimum, the following information for each tow transaction:	Y	
a	Law Enforcement Agency/Jurisdiction	Y	
b	Associated Case File and/or Citation Number(s), if any	Y	
Area 24 Towed Vehicles			
c	Tow Date/Time	Y	
d	Tow Location (same data format as Master Location Index)	Y	
e	Tow Reason (values as defined by each agency/jurisdiction)	Y	
f	Vehicle Details (same data format as Master Vehicle Index)	Y	
g	Supplemental Vehicle Details (vehicle condition)	Y	
h	Towing Service	Y	
i	Towed Vehicle Storage Location	Y	
j	Officer ID and Name	Y	
3	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Tow form.	Y	
4	The system shall allow the user to associate multiple narratives with each Tow record.	Y	
5	The system shall allow the user to associate multiple digital images, documents, or other objects with each Tow record (to associated in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware.	Y	
6	The system shall use authorization records to define which users can view, add, modify, delete, or print Tow records for each agency/jurisdiction.	Y	
Vehicle Processing - Section 3			
1			
Area 24 Towed Vehicles			
2	The system shall align the data captured with a Vehicle record in the Towed Vehicle module with the data included in the Master Vehicle Index (MVI) or equivalent. The system shall also map the data captured with a Vehicle record in the Towed Vehicle module to the data included in the Master Vehicle Index (MVI) or equivalent.	Y	

No.	Request			
3	The system shall include facilities to enable the System Administrator to expose additional fields for data collection beyond those provided with the vendor's baseline Vehicle form to be used exclusively with the Towed Vehicle module.			Y
4	A query of the MVI or equivalent to determine if the vehicle has previously been entered into RMS shall be initiated from within the Vehicle record for the Towed Vehicle module without reentering any data and will notify the user of any positive or potential matches.			Y
5	The system shall automatically generate a query of the MVI or equivalent from the Towed Vehicle module.			Y
6	The system shall allow the user to apply or import any additional data from an existing MVI or equivalent record to the new Vehicle record being entered in the Towed Vehicle module without reentering the same additional data.			Y
7	The system shall allow the user to associate multiple narratives with each Vehicle record in the Towed Vehicle module.			Y
8	The system shall allow the user to associate multiple digital images, documents, or other objects with each Vehicle record in the Towed Vehicle module (as described in separately documented specifications for the Images function). The actual number of images, documents, or other objects shall be limited only by the hardware, operating system, and/or database platform sizing restrictions.			Y

Area 24 Towed Vehicles

No.	Request			
9	The system shall add or link all Vehicle records entered into the Towed Vehicle module to the MVI or equivalent.			Y
10	Subsequent queries of the MVI or equivalent shall identify any matching Vehicle records entered from the Towed Vehicle module.			Y
11	The system shall use authorization records to define which users can view, add, modify, delete, or print Vehicle records in the Towed Vehicle module for each agency/jurisdiction.			Y

Notification Processing - Section 4

No.	Request			
1	The Tow form shall also be used to collect data to generate form notification letters to registered owners and lien holders of stored vehicles.			Y
2	The Tow form shall include unique data fields to record, at a minimum, the following information for each stored vehicle:			Y
a	Letter Date			Y
b	Letter Certification Number			Y
3	The system shall allow the user to generate a form letter for notification of a vehicle being towed.			Y
4	The system shall provide a form letter template that inserts data from the Tow record, including:			Y
a	Registered Owner and Lien Holder (name, address, city, state, ZIP)			Y
b	Vehicle (year, make, model, license state, license number, VIN)			Y
c	Reason for Tow			Y
d	Storage Location			Y
e	Case File Number			Y

Release Processing - Section 5

Area 24 Towed Vehicles

No.	Request			
1	The Tow form shall provide facilities to collect data to document the release of a stored vehicle.			Y
2	The Tow form shall include unique data fields to record, at minimum, the following information for each stored vehicle:			Y
a	Release Date			Y
b	Fine Amount Collected			Y
c	Receipt Number			Y
d	Released By			Y
e	Release Comments			Y

Reports - Section 6

No.	Request			
1	The system shall allow the user to export responses to Personnel data queries to Microsoft Excel with a minimum of keystrokes.			Y
2	The system shall include a combination of baseline reports and ad hoc reporting capabilities.			Y
3	The system shall provide support for Cytral Reports or Microsoft SQL Reporting Services for defining custom reports and executing or scheduling ad hoc queries.			Y

Tow Service Administration - Section 7

No.	Request		
1	The Towed Vehicle module shall provide an Administration form for collecting information about each firm providing towing services.		Y
2	The Tow Service Administration form shall include unique data fields to record, at a minimum, the following information for each pawnbroker:		Y
	a	Law Enforcement Agency/Jurisdiction	Y
	b	Business Name	Y
	c	Business Address (same data format as Master Location Index)	Y

Area 24 Towed Vehicles

No.	Request		
	d	Multiple Phone Numbers	Y
	e	Multiple Contact Names	Y
	f	VENDOR REQUIREMENT: Identify any functions not supported and any data elements not captured.	Y
3	The system shall not limit the number of Tow Service Administration records that can be stored: the actual number of records shall be limited only by hardware, operating system, and/or database platform sizing restrictions.		Y
4	The system shall use authorization records to define which users can view, add, modify, delete, or print Tow Service Administration records for each agency/jurisdiction.		Y

Towed Vehicle Administration - Section 7

No.	Request		
1	The Towed Vehicle module shall provide an Administration form for collecting information used when entering Towed Vehicle records.		Y
2	The Tow Service Administration form shall include unique data fields to record, at a minimum, the following information for each pawnbroker:		Y
	a	Towed Vehicle Reason	Y
3	The system shall not limit the number of Towed Vehicle Administration records that can be stored: the actual number of records shall be limited only by hardware, operating system, and/or database platform sizing restrictions.		Y
4	The system shall use authorization records to define which users can view, add, modify, delete, or print Towed Vehicle Administration records for each agency/jurisdiction.		Y

No.	Request	Provide Answer Yes(Y) or No(N) for Each Item	Explanation (if required)
	General System Requirements - Section 1		
1	The report writing application shall run within Internet Explorer 7 or later.	Y	
2	The report writing application shall have a local machine footprint so that it is accessible when disconnected from the server.	Y	
3	The user shall have the ability to complete and review reports in a disconnected mode.	Y	
4	The report writing application shall save all work to the server when in a connected online mode.	Y	
5	The system shall automatically save reports as they are being written, at a System Administrator-defined interval.	Y	
6	The system shall automatically refresh the data in the display, at a System Administrator-defined interval.	Y	
7	The user shall have the ability to log into the system at any workstation where the application is installed and be able to access their profile, and display only their reports.	Y	
8	The system shall automatically transfer reports to RMS upon final approval.	Y	
9	The system shall notify predefined role(s) and/or user(s) if any report fails to transfer to RMS.	Y	
10	The system shall support the geo-verification of an address entered into a report, using an ESRI server application.	Y	
11	The client system shall be able to install and operate on Windows 7 32- bit and Windows 7 64-bit workstations.	Y	
12	The system shall require a login and password to access based upon the City's standard.	Y	
13	The system shall use MS SQL Server 2008 or newer	Y	

No.	Request	Provide Answer Yes(Y) or No(N) for Each Item	Explanation (if required)
14	The system shall support MS Server 2008 or newer	Y	
	Officer Workspace Requirements - Section 2		
1	The user shall have the ability to view all reports currently in progress but not yet submitted to a supervisor.	Y	
2	The user shall have the ability to view all reports that have been rejected by a supervisor.	Y	
3	The user shall have the ability to view the status of all reports submitted for review or to RMS.	Y	
4	The system shall include the following status designations: rejected, approved, pending, and incomplete.	Y	
5	The officer workspace shall indicate the user name logged into the system.	Y	
6	The officer workspace shall indicate whether the user is online (connected to the server) or offline (not connected to the server).	Y	
	Supervisor Report Review - Section 3		
1	The system shall allow the supervisor to view all reports, regardless of where the reports reside in the system.	Y	
2	The system shall allow the supervisor to search the system reports based on (at a minimum) officer, date, report type, and report status.	Y	
3	The system shall allow the supervisor to open a form view of the report from the viewer.	Y	
4	The system shall allow the supervisor to view all comments associated with a report.	Y	
5	The system shall allow the supervisor to view all attachments associated with a report.	Y	
	Workflow and Approval Process - Section 4		
1	The system shall allow each ORI to define workflows for report submission independently.	Y	

No.	Request	Provide Answer Yes(Y) or No(N) for Each Item	Explanation (if required)
2	The system shall support multiple ORIs working from the same server and installation.	Y	
3	The system shall support agency-defined workflows.	Y	
4	The steps available for definition shall include the ability to submit a report, review a report, copy a report, and transfer a report.	Y	
5	The system shall support direct submission of a report to RMS without the report first being approved.	Y	

No.	Request	
6	The system shall support the option to require supervisor approval before submission to RMS.	Y
7	The system shall support the option to require two or more approvals before submission to RMS.	Y
8	The system shall support the ability to assign approval processes based on report type, such as incident, field interview (FI), arrest, juvenile arrest, citation, accident).	Y
9	The system shall support the ability to route the report to a specific location within the RMS.	Y
10	The system shall support the ability to route reports to specific locations within the RMS based on offense type.	Y
11	The system shall support the ability to automatically send an email with a PDF copy of a report to specific roles and/or users.	Y
12	The system shall support the ability to send the PDF as an email attachment at any point in the workflow.	Y
13	The system shall allow the officer and the supervisor to submit, reject, and resubmit reports as many times as required to achieve the desired report quality.	Y

Reports - Section 5

No.	Request	
1	The system shall display all reports in a form view.	Y
2	The user shall have the ability to tab through fields and enter data directly onto the form.	Y

No.	Request	
3	The system shall provide drop-down fields that contain the same code types as the RMS and these fields shall be able to be populated from the RMS code table to ensure consistent data entry.	Y
4	The user shall have the ability to adjust the zoom level of the form they are viewing.	Y
5	The user shall have the ability to search the RMS master indexes from within the form.	Y
6	The user shall have the ability to populate data into the form using data returned from RMS master index searches.	Y
7	The master indexes available for search shall include name, vehicle, address, and property.	Y
8	The system shall provide the ability to spell-check reports.	Y
9	The system shall provide the ability to use Microsoft Word as the narrative entry/edit mechanism.	Y
10	The system shall allow the System Administrator to define templates that can be used during report entry.	Y
11	The templates shall be able to pre-populate data such as offense types, narratives, and any other field on the report form desired.	Y
12	The templates shall support mandatory entry of certain fields prior to submission.	Y
13	The templates shall support the addition of system administrator- defined fields.	Y
14	The system shall allow the templates to be deployed to specific users and/or workstations.	Y
15	The user shall have the ability to copy and clone any section of a report.	Y

No.	Request	
16	The user shall have the ability to attach files to a report (e.g., PDF, Microsoft Word, Microsoft Excel, image files, video files, etc.).	Y
17	The system shall allow supervisors to attach comments to a report for the author to review.	Y
18	The user shall have the ability to view and add to comments.	Y
19	The system shall delete all comments attached to a report upon transfer to RMS.	Y
20	The system shall provide a hotkey to enter the current date and time into any field containing date and/or time data.	Y
21	The system shall verify that all fields contain the data required for submission to RMS.	Y

Data Re-Use - Section 6

No.	Request	
1	The user shall have the ability to re-use data already entered into the CAD system including call data, person data, and vehicle data.	Y
2	The user shall have the ability to re-use data already entered into the RMS, including incident report location data, incident report name data, incident report vehicle data, incident report property data, FI person data, FI vehicle data, FI location data, arrest name data, and juvenile arrest name data.	Y

No.	Request		
3	The user shall have the ability to re-use data already entered into the report writing system, including incident location data, incident name data, incident vehicle data, incident property data, citation data, FI name data, FI vehicle data, FI location data, arrest name data, and juvenile arrest name data.		Y
4	The user shall have the ability to re-use data that is parsed from the driver's license reader.		Y
5	The user shall have the ability to re-use data that is parsed from State/NCIC query returns (in applicable states).		Y

Area 25 Field Reporting

No.	Request		
6	The user shall have the ability to access any of the above data available for re-use within the previous five days.		Y
7	The user shall have the ability to access any of the above data entered by any user (provided the user has the appropriate security authorization).		Y

Report Types - Section 7

	Request		
1	The system shall provide the following reports:		Y
	a Accident (if mandated by the State, the form shall appear identical to the State form)		Y
	b Incident (if mandated by the State, the form shall appear identical to the State form)		Y
	c Arrest		Y
	d Juvenile Arrest		Y
	e Field Interview		Y
	f Citation		Y

System Administration - Section 8

	Request		
1	The system shall support import of RMS users into the User Management module.		Y
2	The system shall support import of users from multiple RMS jurisdictions.		Y
3	The system shall support the creation of agency-defined roles or groups.		Y
4	The system shall allow users to be associated with one or more roles or groups.		Y
5	The system shall support the designation of a user/role as supervisor or officer.		Y
6	The system shall allow supervisors to approve reports submitted by officers.		Y
7	The system shall support the deployment of all (or a subset) of the available forms from a central administration utility.		Y

Area 25 Field Reporting

No.	Request		
8	The system shall support the deployment of report templates to users, roles, and/or workstations.		Y
9	The system shall support the addition or removal of multiple jurisdictions.		Y
10	The system shall support the ability to deploy the code table values from RMS to the report writing application (code tables may vary for each ORI).		Y

No.	Request	Provide Answer Yes(Y) or No(N) for Each Item	Explanation (if required)
	Crime Analysis Requirements – Section 1		
1	The software must capture crime analysis data in the complaint report and produce specific crime analysis reports:	Y	
a	Date of Offense	Y	
b	Time of Offense	Y	
c	Location of Offense	Y	
d	Description of the Premises	Y	
e	Type of Offense	Y	
f	Method and Point of Entry	Y	
g	Description of Weapons Used	Y	
h	Description of Tools Used	Y	
i	Victim Data (Age/Relationship)	Y	
j	Type of Property Stolen	Y	
k	Suspect Vehicle Description	Y	
l	Suspect Description	Y	
m	M.O. Parameters	Y	
n	Hard Copy and Map Plotting	Y	
2	The software must allow a report to be created from each field in the system.	Y	
3	The software must create all reports using a report wizard to ensure reports meet all requirements and are easy to build	Y	
4	All entry information can be built into a report, which can be plotted on a map or generated into a printable report.	Y	
5	The software must generate a report that shows statistical data on crimes concerning the frequency and the distribution of crime throughout the jurisdiction reporting districts.	Y	

No.	Request		
6	The software must provide the ability to retrieve cases with similar crime modus operandi to assist investigators in solving crimes	Y	
7	The software must identify the overall activity per crime type within a selected date range and reporting district	Y	
8	The software must create reports that target specific types of crimes based upon the following:	Y	
a	Location (specific address) of Occurrence	Y	
b	User Selected Crime Type	Y	
c	Specific Crime Patterns	Y	
d	Hate Bias Information	Y	
e	Geographical Groupings of Crimes	Y	
f	Similar Types of Victims	Y	
g	Common M.O. of Crime	Y	
h	Suspect Vehicle Description	Y	
i	Suspect Physical Description	Y	
j	Tools Used	Y	
k	Weapons Used	Y	
l	Property Targeted for Theft	Y	
m	Point and Method of Entry	Y	
n	Scene Category of Crime	Y	
o	Theft Category of Crime (i.e., shoplifting from buildings, vehicles)	Y	
p	Crime Attempts	Y	

No.	Request	
9	The software must retrieve suspect names based upon:	Y
a	Available photo	Y
b	Known Offender Address	Y
c	Past Criminal Contacts	Y
d	Past Vehicle Relations	Y
e	Pawn Transactions	Y

Area 26 Crime Analysis

No.	Request	
a	Weapon Registration	Y
b	Known Associates	Y
10	The software must provide the ability to retrieve suspect vehicle information based upon:	Y
a	Model Year of Vehicle	Y
b	Make of Vehicle	Y
c	Top and Bottom Color of Vehicle	Y
d	License Plate of Vehicle	Y
e	Make and Model of Vehicle	Y
f	Make and Style of Vehicle	Y
g	The software must retain information vehicles obtained through	Y
h	Field Interview Reports	Y
	Prior Contacts with the Department	Y
	Arrests	Y
k	Complaint Reports	Y
	Citations/Moving Violations	Y
m	Accident Reports	Y
n	Want and Warrant Records	Y
o	Suspect Vehicles Record	Y
p	Impounded Vehicles	Y
11	The software must retain M.O. characteristics in coded fields and search for same by selected parameters.	Y
12	The software must print a report with M.O parameters and crime specialties	Y
13	The software must retain information on known offenders such as:	Y
a	Past Criminal Contact	Y
b	Sex Offenders	Y
c	Narcotics Offenders	Y

Area 26 Crime Analysis

No.	Request	
d	Parolees	Y
e	Court Probationers	Y
14	The software must provide the ability to capture and retrieve juvenile information, including	Y
a	Juvenile Demographic Information	Y
b	Juvenile Personal Characteristics	Y
c	Juvenile Guardian Information	Y
15	The software must capture and retrieve crime analysis information from complaint records when information is included on a juvenile arrest.	Y

No	Request	
16	The software must provide the ability to link related complaints together through capture of associated case numbers.	Y
17	Ability to support "offender" files for sexual predators, sex offenders, habitual offenders and to flag and alert from CAD data	Y
18	Must provide "real-time" linkage from all data sources (i.e. RMS, CAD, LPR)	Y

External Crime Reporting Requirements - Section 2

	Request	
1	The software must provide the ability to produce a file suitable for submission to:	Y
a	State Police Uniform Crime Reporting (UCR)	Y
b	Incident Based Reporting(IBR)	Y
c	Interface to the State Police via Internet, if applicable	Y
2	The software must transmit changed and updated records as well as original records within the reported month.	Y
3	The software must satisfy the physical requirements for automated submission – tape, bulletin board or Internet.	Y
4	The software must provide the required Incident Based Reporting data elements in the appropriate formats.	Y

Area 2b Crime Analysis

No	Request	
5	The software must edit the monthly UCR/IBR information and identify errors before submission – create as you go.	Y

Crime Reports Requirements - Section 3

	Request	
1	The module must automate the reporting process using a report wizard to walk users through the steps	Y
2	Authorized users must be able to run a query on any field in the RMS software to generate reports	Y
3	The Management Reports must track statistical, operational, investigative, management and administrative data	Y
4	The module must be fully integrated with RMS and all optional modules	Y
5	Once data is extracted from a query, the user must be able to:	Y
a	Save and Edit Later	Y
b	Export to Desired Format	Y
c	Generate and Print Final Report	Y
6	Users can only query data they are authorized to view within the system.	Y
7	The module must support the following report formats:	Y
a	HTML	Y
b	Excel	Y
c	Word	Y
d	CSV	Y
e	XML	Y
f	Text	Y
8	The module must allow users to customize reports by:	Y
a	Font	Y
b	Colors	Y
c	Alignment	Y

Area 2b Crime Analysis

No	Request	
d	Adding Titles and Subtitles	Y
e	Adding Graphics, such as Agency Logo	Y
9	The module must support electronic transfer of reports to management officials.	Y
10	The module must provide customizable pull-down menus that allow users to quickly select data to query	Y
11	The module must automate the reporting process using a report wizard to walk users through the steps	Y

No.		Request	
12		The module must be fully integrated with RMS and all optional modules to eliminate redundant data entry.	Y
13		The software must create reports and graphs and plot all incidents on a map to show the following information, but not limited to:	Y
	a	Incidents near specific businesses, such as liquor stores	Y
	b	Incidents near specific street, cross streets, stop lights, etc.	Y
	c	Incidents near specific schools	Y
	d	Incidents in specific regions	Y
	e	Incidents by type	Y
	f	Incidents by date/time	Y
14		The software must provide an agency-defined list of topics located in the drop down menus, including but not limited to:	Y
	a	Accidents	Y
	b	Incidents	Y
	c	Cases	Y
	d	Offenses	Y
	e	Arrests	Y
	f	Warrants	Y
	g	Tickets/Citations	Y
	h	Jackets	Y

Area 26 Crime Analysis

No.		Request	
		Quick Calls	Y
		Property	Y
	k	Case Subjects	Y
		Fire Incidents	Y
	m	Bookings	Y
	n	Cad Logs (manpower analysis)	Y
	o	Field Investigations	Y
15		The wizard must allow the user to specify the following information, but not limited to:	Y
	a	Date and Date Ranges	Y
	b	Time and Time Ranges	Y
	c	ORIs	Y
	d	Address and Address Ranges	Y
	e	Types	Y
	f	Maps	Y
	g	Specific Beats	Y
16		The user must have the ability to name the query to quickly access the same information at a later date.	Y
17		Once data is extracted from a query, the user must be able to:	Y
	a	Save and Edit Later	Y
	b	Export to Desired Format	Y
	c	Generate and Print Final Report	Y
18		Users can only query data they are authorized to view within the system.	Y
19		The module must provide customizable pull-down menus that allow users to quickly select data to query	Y
20		The module must allow for agency-defined icons to represent records from the query	Y

Area 26 Pilot Analysis

No.	Request	
21	The module must allow mouse-over on each icon shown on the map to illustrate detailed information about the incident, accident, etc.	Y
22	The module must allow for zoom and pan.	Y
23	The module must allow the user to apply different layers for more details.	Y
24	The module must have a density map to provide a number of levels, including crime areas, streets, common places, etc	Y
25	The module must have a hot spot map to show high crime areas	Y
26	Data must be able to be imported into other spreadsheet or database programs so users can create quality, meaningful reports, graphs and/or pie charts to identify crime trends or patterns.	Y
27	The module must be able to map crime trends by M.O. location, subject or weapon to help investigate crimes.	Y
28	Access to data via ad hoc report writers with:	Y
a	Geo-Based Analysis	Y
b	Longitudinal statistics over time	Y
29	Ability to associate (link) various elements with a case record, e.g.:	Y
a	Stolen\Recovered Property	Y
b	Names	Y
c	Phone numbers	Y
d	Arrestee information	Y
e	Weapons	Y
f	Drug related	Y
g	Vehicle description	Y
h	Domestic Violence	Y

Area 26 Crime Analysis

No.	Request	
30	Link analysis must support diagraming the associated links on user requested variables	Y
31	Must provide "Hot Spot" mapping and reporting	Y
32	"Real-time" reporting access from desktop, mobile or web based sources	Y
33	Must be able to provide reports that pull from third party databases (i.e. LPR data)	Y
34	Reports must be customizable to provide web-based public searchable reports	Y
35	Pin Mapping: electronic maps of crime activity by crime type and location	Y
36	Ability to generate District, Zone crime reports, and user defined areas that can be saved by name (Weed and Seed Grant area, Downtown District, etc.)	Y
37	Trend Reports: Display and Print graphs of crime trends	Y
38	Provide statistical data concerning the frequency and distribution of crimes	Y
39	Time and event charting	Y
40	Telephone toll charting	Y
41	Ability to alert personal when a similar entity is found in the same or other case	Y
42	Ability to scan all cases and merge reporting into one (establishing relationships between investigations)	Y
43	Ability to provide administrative crime analysis tasks (i.e. long range strategic planning - quarterly, semiannually or annually comparison reporting	Y

No.		Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
1		General Requirements - Section 1		
		The software must support the following types of Permits or Licensing:		
	a	Taxicab Business Owner's Permits	Y	
	b	Taxicab Driver's Permits	Y	
	c	Tow Business Owner's Permits	Y	
	d	Tow Truck Driver's Permits	Y	
	e	Massage Permits	Y	
	f	Alarm Permits	Y	
	g	Concealed Weapons Permits	Y	
2		The software supports the following for the Permit and Licensing:	Y	
	a	Uniform and professional appearance of permits and licenses	Y	
	b	Ability to store the permit in the narrative of the report	Y	
	c	Ability to print a permit or license from the software	Y	
	d	Ability to route the permits to the appropriate department	Y	
	e	Ability to distinguish the application types	Y	
	f	Ability to modify the software	Y	
	g	Ability to email the permits and/or licenses to the applicant	Y	
	h	Ability to create reports, track fees that were paid, etc.	Y	
	i	Ability to apply for permits online	Y	
	j	Ability to automatically print out letters	Y	
	k	Ability to email the permit to the permittee	Y	
	l	Ability to change the text and font on the permits	Y	
	c	Juvenile Guardian Information	Y	
		Taxicab Business Owner's Permits Requirements - Section 2		
1		Taxicab Business Owner's Permits should support:	Y	
	a	Title of Permit	Y	

No.		Request	Provide Answer Yes (Y) or No (N) for Each Item	Explanation (if required)
	b	Taxicab company name	Y	
	c	Business owner's name	Y	
	d	Business owner's photo	Y	
	e	Applicant's business address	Y	
	f	Permit issued date	Y	
	g	Permit expiration date	Y	
	h	Permit number	Y	
	i	Year, Make, Model, VIN, License Plate Number, Permit Number, and Seating Capacity for each taxicab permitted to the business.	Y	
	j	Field to enter the CMC, etc.	Y	
	k	Signature lines	Y	
2		The software must provide an alert prior to the permit expiring.	Y	
3		The software must support creation of a mailing prior to permit expiring.	Y	
4		The software should support the following taxicab business owner's information:	Y	